

Grant Application Checklist

1. The name, title, and telephone number of the Chief Administrative Officer (organizations without paid staff should provide the name and telephone number of the board president), and the name, title, and telephone number of the contact person for the proposed grant, if different from the above.

2. A narrative proposal describing the applicant organization, the project for which funds are being sought, the persons to be served and the number of persons affected.

3. A detailed budget for the proposed project, the grant amount sought from the Foundation, and the date the funds will be needed.

4. A statement of how the funds will improve the organization and how will it affect the future performance of the organization.

5. A complete account of the applicant's financial status including the applicant's financial statements from the last fiscal year and current year to date, and the applicant's most recent audited financial statements (if any).

6. The names and occupations/affiliations of the applicant's current Directors or Trustees.

7. A copy of the applicant's most recent determination letter from the Internal Revenue Service stating that the applicant is exempt from federal taxation as defined by Section 501 (c) (3) of the Internal Revenue Code, and is a public charity (and not a private foundation) as defined by Section 509 (a) of the Internal Revenue Code.

8. A statement by the applicant on plans for sustaining the proposed project or program beyond the grant period, if appropriate.

9. A donor list of all participants contributing funds to the project or program. The applicant should note corporations, foundations, and other major sources being approached to fund this proposal, with dollar amounts indicating which sources are committed, pending, or anticipated. Gifts from individuals may be grouped together, as appropriate.