

Application checklist

Organization: _____

Request amount: _____

Proposal Preparation

- Application with original signature
- Narrative (up to 2 pages, single-sided)
 - Brief history of organization
 - Services provided
 - Description of beneficiaries
 - Purpose of the grant request- Describe how the funds will be used
 - If grant is for a specific project, then describe further:
 - Description of project
 - Identify need for the project
 - Current status of the project
 - Total timeline for implementation
 - Itemized list of specific project items and costs (may be attached as separate 3rd page)
 - If relevant, list the source(s) and amount(s) of any project funds raised to date or pending, and how the organization anticipates raising the balance

Attachments

- IRS 501 (c) (3) tax exemption letter
- List of board of directors
- A representative list of other grants and contributions received for last two years
- Most recent balance sheet available
- Twelve-month statement of revenues and expenses for most recently completed fiscal year
- Actual Year-to-Date Profit and Loss
- Current year operating budget, showing anticipated sources of both revenues and expenses
- Sign, date, and include this checklist with application

Signature _____ Date _____