

APPLICATION CHECKLIST

- A cover letter providing the name and a brief description of the proposed or existing program or activity for which funding is being requested, a general statement about what the program seeks to achieve, and the amount requested (if a grant), or the amount and proposed terms of the Program Related Investment.
- A description of the charitable organization or institution, including its mission, history and capacity to manage the proposed or existing program/activity for which funding is being sought. A brief description of the management principles and practices that guide the organization or institution should be included, particularly as they relate to staff. A resume of the program/activity director, as well as of other key staff and personnel should accompany the application.
- A complete and detailed description of the program or activity, including its purpose, population served, goals/objectives and how they will be measured.
- A budget for the proposed program/activity.
- The charitable organization's most recent annual report and audited financial statement, as well as the most recent (unaudited) financial statements.
- Two prior years' audited financial statements.
- Documentation of the organization's tax exempt status and a copy of the IRS determination letter.
- Current sources of support (received, committed, pending).
- A fundraising plan as it relates to the proposed program/activity, whether new or existing.
- A list of the organization's current Board of Directors, their employment/professional affiliations, and business addresses, e-mail and telephone numbers.
- A list of references (names, addresses and telephone numbers) of people who know the applicant charitable organization, and foundations and other institutions, including corporations, which have provided funding to the applicant charitable organization in the past.
- A completed Proposal Submission Form.