**Grant Proposal Checklist**

*All documents are to be delivered by 5:00 p.m. on or before the deadline date.*

Please include this checklist with your proposal.

Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project/Program Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project/Program Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project/Program End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Application Form Cover Sheet (completed)
* Narrative Proposal (with necessary attachments)
* Itemized Project Budget (with backup materials)
* Budget Justification Narrative
* Applicable Category Forms (completed with necessary attachments)
* Itemized Operating Expense Budget for your organization (Current Fiscal Year)
* List of Income Sources (Current Fiscal Year)
* List of Federal, State, Local Foundation and Corporate Supporters (Current Fiscal Year)
* Board of Directors’ List (with affiliations)
* Bios of Key Leadership of Organization
* Copy of Deed, Lease or Agreement with Municipality
* IRS 501(c)(3) Status Determination Letter (EIN # included thereon)
* Most Recent Financial Statements
* Recent Annual Report
* Recent Form 990