



## GRANT APPLICATION CHECK LIST

- 1) Cover page (see template attached) is required including information about the organization, contact person, descriptive title or phrase for the project; amount requested; timeframe; tax identification or EIN number; project title / descriptive phrase; community / county / counties to be served; a brief summary of the project, the total dollar amount of the grant request, timeframe, and approval by the board of the submitting organization. A copy of the board minutes may be requested.
- 2) Completed Application (see template attached):
  - a) Organization Description (500 character maximum)
  - b) Project Overview (1000 character maximum)
  - c) Service Area, including community resources and challenges (3000 character maximum)
  - d) Target Population (2000 character maximum)
  - e) Motivation / Purpose and Expected Outcomes
  - f) Evidence of Community and Civic Engagement / New Networks / Collaboration (2000 character maximum)
  - g) Future Plans (Sustainability / Expansion / Replication)
- 3) Work Plan (see template attached)
- 4) Detailed Budget including:
  - a) Sources of revenue
  - b) An itemized list of all direct costs, based upon the projected volume of services to be provided
  - c) A breakdown of compensation by position if the application requests funds for staffing
  - d) The specific amount of SHF funding requested and the specific use being proposed
  - e) If the total budget is larger than the funding requested from SHF, identify
    - i) The total project budget
    - ii) The amount raised to date
    - iii) Plans for procuring the remainder;
  - f) other funding sources; and
  - g) a provision for contingencies and on-going support.
- 5) Any additional attachments (optional) used to explain the service area and target population.
- 6) A brief biographical background of the person who will conduct or supervise the proposed program.
- 7) Plans for evaluation of a project's results and for sustaining the project after grant funds expire. (Evaluation Plan Form is attached.)
- 8) List of board directors in the organization – to include name, address, phone number, email address and business affiliation (if applicable).
- 9) A current annual report of the organization.
- 10) Financial Statements (audited statements should be provided if available) for the two most current

years and a year-to-date unaudited financial statement for the current year. Organizations with less than two years of operating history should submit financial statements since inception and a two-year budget. Major sources of organizational support and endowments, if any, must be shown.

- 11) A signed copy of the most recent IRS Form 990 Tax Return, if required to be filed by the applicant. City, state and federal government agencies or subsections should submit their tax letter or affiliation letter signed by the appropriate supervisor or financial officer in lieu of IRS Form 990.
  
- 12) Qualified public charities must submit a copy of their most recent letter of determination from the Internal Revenue Service, a certification that tax exempt status has not changed and there are no facts or circumstances known that may result in a change of status. The letter should state:
  - a) That the organization is exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code (or government entity); and
  - b) That the organization is “not a private foundation” under Section 509 (a) of the Internal Revenue Code.
  
- 13) Letters of support from individuals and/or partnering organizations detailing how they are collaborating/supporting the proposal and the specific contributions they are making to its success.