

Grant Request Checklist

1. Organizational Background/Information

- History of organization (narrative)
- Year established
- Mission, vision, values statement
- Statement of need

2. Tax Documents

- Tax-exempt status letter
- 990
- W9

3. Financial Information

- Detailed organizational budget
- Financial statement(s)
- Audit(s)

4. Governance

- Board of directors (including affiliations and contact info)
- Organizational chart
- Current strategic plan
- Staff involved in project

5. Program/Project Information

- Detailed program/project description
- Detailed program/project budget
- Target Audience/Number Previously Served (if applicable)
- Outcome measures

6. Other

- Letters of support
- Percentage of board giving financially
- Solicitation license (where applicable)
- Non-Discrimination Policy
- Financial Responsibility Policy