



Grant Cycles A & B Application Attachment Checklist

The Foundation's online application process requires that you upload specific attachments with your proposal. You will not be able to submit your proposal if required attachments are not included in your final submission:

- Project Budget Worksheet
(This is a required Excel spreadsheet that may be downloaded directly from the application. For further instruction on how to fill out this budget, [watch this tutorial video.](#))
- Project Evaluation Chart
(This Word chart template may be downloaded directly from the application)
- Board of Directors list
(Your organization's list of Board of Directors including the contact information for at least one Board Chair and Board member. Be sure that both the first and last name of Board members are included.)
- Organization Annual Budget
(Upload your organization's most recent budget for this fiscal year)
- Organization's most current financial statements
(Upload your most recent audited financial statements, including a copy of the management letter)
- IRS Determination Letter
(Upload a copy of your organization's IRS Determination letter)
- Letters of Support (if applicable)
(Please condense all letters into one .pdf document and upload that file to your application)
- If using a fiscal sponsor:*
 - Fiscal sponsor's IRS determination letter of 501(c)(3) status
 - Fiscal sponsor's audited financial statements
 - Memorandum of understanding (MOU)

A MOU is an agreement between two or more collaborating organizations that states the roles and responsibilities of each agency for the duration of the project and fees of the fiscal sponsor, if applicable.

Before submitting your application, we suggest that you either obtain electronic versions of the documents or scan them into separate PDF documents. Instructions for uploading attachments are included in the online application form.