



Small Grants 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.](#))

IRS Determination Letter

(Upload a copy of your organization's IRS Determination letter)

Organization Annual Budget

(Include your organization's most recent budget for this fiscal year)

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.