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