

**Checklist for Attachments**

*We require all attachments as* ***PDF documents*** *to ensure proper*

 *formatting and readability during our review process.*

*For instructions on how to convert Word documents*

 *or Excel spreadsheets to PDF files,* [*click here*](https://acrobat.adobe.com/us/en/acrobat/how-to/word-excel-ppt-to-pdf-converter.html)*.*

 Previous Fiscal Year Organization Budget: Organizational budget versus actuals,

 including revenue and expenses

 Previous Fiscal Year Statement of Financial Position (Balance Sheet)

 Current Fiscal Year Organization Budget: Organizational budget versus actuals,

 including revenue and expenses

 Year-To-Date Statement of Financial Position (Balance Sheet)

 Year-To-Date Statement of Activities (Income Statement)

 Next Fiscal Year Organization Budget: Organizational projected or proposed

 budget, including revenues and expenses, if available (A draft is acceptable, but

 please note if it has not yet been approved by the Board of Directors.)

 Current Fiscal Year Organization Funding Sources: All Organization Funding Sources

 for this funding request (foundations, corporations, governments, etc.), including

 Amount, Source and Status (received, pending or committed)

 Audit: If your organization has an audit, provide the most recent copy

  990: Provide a copy of your most recent Form 990

 Organizational Chart

 Staff Biographies: Short biographies of staff and volunteers essential to the success of

 this request

 Board List: List of Board Members, Terms and Affiliations

 Memoranda of Understanding (MOU): An example of a current MOU or Memoranda

 of Agreement with other organizations for each distinct collaborative or cooperative

 set of activities, if applicable

 Additional Support Documents: Any additional documents not already listed,

 including budget narratives, recent letters of support from partner organizations or

 other materials, as appropriate

**If you are requesting project support, please include the following additional documents:**

 Previous Fiscal Year or 12-Month Project Period Project Budget: Project budget versus

 actuals, including revenue and expenses

 Current Fiscal Year or 12-Month Project Period Project Budget: Project budget versus

 actuals, including revenue and expenses

 Next Fiscal Year or 12-Month Project Period Project Budget: Project projected

 or proposed budget, including revenues and expenses, if available (A draft is

 acceptable, but please note if it has not yet been approved by the Board of

 Directors)

 Project Funding Sources: All Project Funding Sources for this funding request

 (e.g., foundations, corporations, government, etc.), including Amount, Source and

 Status (received, pending or committed)

Uploading Attachments

1. Choose which attachment you are uploading from the drop down menu:
	1. \* **EACH** Required attachment must be selected and uploaded separately in order to submit your full grant application\*
		1. If you are unable to submit a Required attachment, please upload a document stating the reason in its place



1. Choose the Corresponding file (on your computer)

