

## CHECKLIST – TO BE ATTACHED TO COVER SHEET

NAME OF ORGANIZATION: \_\_\_\_\_

**One original plus one copy of the following in hard copy; PLUS electronic copy of each of the following on CD Rom or disk (MS Word and Excel preferred).**

- Cover letter, on letterhead, signed by head of organization and Chair of board.
- Completed Rosamond Gifford Cover Sheet (including this sheet).
- Proposal Narrative.
- Project budget, clearly identifying how Gifford Funds will be used.
- Budget narrative.
- Board Listing (with professional affiliations, gender and diversity identifications by individual).
- A CD rom or 3.5 disk with the above.

**One copy only of the following; no electronic copy needed.**

- Resumes or bios of key personnel involved with the project. [NOT REQUIRED FOR GRANTS UNDER \$10,000]
- Copy of your IRS Determination Letter indicating 501(c)3 status.  
OR
- If using a fiscal agent for pass-through of funds, submit a copy of fiscal agent's IRS Determination Letter indicating 501(c)3 status and a letter from fiscal agent describing the terms and conditions of their participation.
- Copy of letter from Attorney General's office notifying you (or your fiscal agent) of your status as a registered charity. (Copy of filing papers acceptable.)
- Copy of your (or your Fiscal Agent's) most recent audited financial statement (or if your organization is not required to have an audited financial statement, please include an internal financial report).
- Copy of current organizational budget.
- Letters of agreement, if needed. In certain circumstances this could include a detailed Memorandum of Understanding signed by all organizations.
- If previously funded, please indicate if an interim and/or final report is due, and when we might expect such reports. Reporting for previous grants must be submitted before new proposals are considered.