

Grant Documentation Checklist

- 501(c)(3) Tax Status Verification Letter
- Certificate of Good Standing (from state of operations)
- Annual Audit (preferably two-year comparative statement)
- Complete Operating Budget for Current Fiscal Year
- Case Statement
 - Introduction
 - Statement of Problem/Need
 - Description of Program(s)/Activity(ies)
 - Alignment of Mission with Program(s)/Activity(ies)
 - Program Proposal
 - Timeline for Implementation of Program(s)/Activity(ies)
 - Evaluation of Program(s)/Activity(ies)
 - Organizational Budget
 - Program(s)/Activity(ies) Budget(s)
 - Summary
- List of Board of Directors
 - Bios
 - Credentials
 - Professional Affiliations
- Leadership (Director, Senior Staff and Program Management)
 - Bios
 - Credentials
 - Professional Affiliations
- Annual List of Donors Giving \$1,000+
- Annual Report
- Letters of Collaboration/Partnerships (if applicable)
- Letters of Support (if applicable)