



**Spring 2008 Grant Applications are due in the CFGV office
May 15, 2008 by 4:00pm**

**2008 Competitive Grant Cycle Proposal Application Checklist
(Use this list prior to submission to be sure your packet is complete)**

- Summary sheet
- Narrative with all questions answered and numbered in the order requested
- List of Board of Directors with community affiliations and occupations
- List of key employees, including names, positions, and number of years employed
- Non-discrimination Statement adopted by the Board of Directors
- Financial Statements
 - Most recent fiscal year-end financial statements (audited if available)
 - Statement of actual versus budgeted numbers for most recent completed fiscal year
 - Current balance sheet
 - 2008 Agency Budget
- Budget for grant request
- List of others you have asked for funding for this purpose and status of requests – granted, pending, denied
- In cases of collaborative efforts, include letters of agreement from all participating organizations
- Your Current IRS 501(c)(3) Determination Letter or that of your fiscal sponsor
- Secretary of State Nonprofit Good-Standing and Charitable Solicitation Registration Certificates
- Optional Marketing Materials – one or two pieces – send your best

Please provide ten (10) copies of the cover letter, summary sheet, narrative and all attachments except: one (1) copy of IRS 501(c)(3) determination letter, one copy each of your Secretary of State registration certificates, one copy of your Audit or year-end financials and one copy of each of the optional marketing materials.