



Application Attachment Checklist

The Foundation's online application process requires that you upload specific attachments with your proposal. You will not be able to submit your proposal if it is missing required attachments as outlined in the application form:

LINE-ITEM BUDGET FORM

The required Excel spreadsheet can be downloaded from our website, the application or [here](#). Directions for the completion of the document are located on the second page of the spreadsheet.

BUDGET NARRATIVE

This includes a brief explanation of each item on the line-item budget form. Further instructions for the narrative may be found on the website or [here](#).

BOARD OF DIRECTORS LIST

List of all board members. Please include the organizational affiliation for each member.

KEY STAFF LIST

Brief description of key staff for the project and for the organization (resumes are not required).

CURRENT ANNUAL OPERATING BUDGET

Revenues and Expenses for your organization's current fiscal year.

CURRENT FINANCIAL STATEMENTS

The interim Income and Expense Statement and Balance Sheet through the most recently closed month-end of the current year

- **Income and Expense Statement** (also referred to as a Profit and Loss Statement or Statement of Financial Performance) is the statement showing the organization's income and expenses during a particular period.
- **Balance Sheet** (also referred to as a Statement of Financial Position) is the statement showing the organization's assets and liabilities as of a particular date.

MOST RECENT AUDITED FINANCIAL STATEMENTS

The document containing the examination of the organization's financial statements and accompanying disclosures by an independent auditor.

*If your organization does not participate in an audit, please include a word document stating this.

If using a fiscal sponsor:

▪ **FISCAL SPONSOR'S AUDITED FINANCIAL STATEMENTS**

The document containing the examination of the fiscal sponsor's financial statements and accompanying disclosures by an independent auditor.

▪ **EXECUTED FISCAL SPONSORSHIP AGREEMENT**

The fiscal sponsorship grant agreement defines the roles and responsibilities of both the Fiscal Sponsor and Project. Please see the Foundation's fiscal sponsorship policy located [here](#).