

Application Submission (a review and checklist)

If your *Letter of Inquiry* results in an invitation to apply, the following checklist will assist you with submission requirements:

If your funding request does not exceed \$10,000 you need to submit:

- Grant Application and Project Narrative
- Budget Form and Budget Narrative
- Work Plan I
- Resume(s) for key project staff
- IRS exemption letter (copy) confirming applicant organization's 501(c)(3) status (if the Foundation does not have one on file)
- Letter regarding Statement on Auditing Standards number 112¹
- Most recent IRS Form 990 (if not available on Guide Star)

If your funding request exceeds \$10,000 you need to submit:

- Grant Application and Project Narrative
- Budget Form and Budget Narrative
- Work Plan II
- Resume(s) for key project staff
- IRS exemption letter (copy) confirming applicant organization's 501(c)(3) status (if the Foundation does not have one on file)
- Letter regarding Statement on Auditing Standards number 112¹
- Most recent IRS Form 990 (if not available on Guide Star)

¹ This is a letter provided to your organization by your auditor with your annual audit. Organizations that complete a **review** or have **compiled financial reports** in place of an audit will not have this letter.