

Application Cover Sheet

I. Application Information

Organization:

Address:

City: State: Zip:

Telephone: Fax:

Web Site:

Employer ID Number: Annual Operating Budget:

Executive Director: E-mail Address:

II. Fiscal Sponsor Information (if applicable)

Organization:

Address:

City: State: Zip:

Employer ID Number: Web Site:

Contact: Annual Operating Budget:

Telephone: Fax:

III. Application Check List

For all requests please provide the **original** of the following and if applicable Fiscal Sponsor*

- Application Cover Sheet
- Completed Proposal Materials [Attachment One: Proposal Narrative, any accompanying documents (e.g., letters of support, workplans, resumes)]
- A proposed line-item budget with an accompanying narrative budget justification
- List of the Board of Directors of the applicant organization
- IRS determination letter of 501(c)(3) status or certification of entity status, if a public agency
- A copy of the latest IRS Form 990 and Schedule A filed for the applicant organization
- A copy of the latest audited annual organizational financial statements for the applicant organization (If no audit has been completed, submit your most recent financial statements)
- Letters of support from local stakeholders participating in the planning process

The proposal narrative should be typed on standard white paper with a minimum 12-point font size and one-inch margins. Please staple each copy of your Application Coversheet, Proposal Narrative and Line-Item Budget request together for a total of three separate sets of these Application materials. Do not use any special folders or bindings to enhance the presentation of your proposal.

Signature of Executive Director of Board President

Date