

Application Checklist

Organizational Documents

- 1. Cover Page (form provided in portal)
- 2. Institutional Priority of Request Form (form provided in portal)
- 3. Organizational Fundraising History Form (form provided in portal)
- 4. Governing Board List (names and affiliations only)
- 5. Fact Sheet
- 6. Current Audited Financial Statements (organizations in existence less than five years must provide full certified, audited financial statements for the most recent two fiscal years)
- 7. IRS Section 501(c)(3) Determination Letter and designation as a public charity
- 8. IRS Form 990
- 9. State of California 23701(d) Determination Letter (for organizations based in California)

Project Documents

- 10. Project Abstract
- 11. Project Narrative (*instructions provided in portal*)
- 12. Project Budget/Revenue Form (*form provided in portal*)
- 13. Resumes of Key Project Personnel
- 14. Expert Reviewers (*five experts in the field who can objectively review the request and are unaffiliated with the organization*)