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)