

GRANT APPLICATION SUBMISSIONS

November 17

Grant Application Checklist

Reader's Name: _____

Organization: _____

Focus Area: _____

NOTE: Did Organization attend the NPIS on September 13, 2016? Yes ____ No ____

Questions	Y or N
Have they electronically submitted the 29-page Grant Application PDF?	
Have they submitted 20 hard copies of the Grant Application with <u>ALL</u> required attachments?	
Are the 20 hard copies with required attachments all in the same colored 3-pronged folders with their organization's name on the front?	
Have they included 2 hard copies of the required financial documents?	

READER'S TABLE

November 18

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Questions	Y or N
Did the Executive Director and Chair of the Board of the organization sign the certification on the hard copy of the Grant Application? Please note this must be two different individuals.	
Did they clearly outline the need/use of the entire \$100,000 grant amount?	
Have they included their organization's IRS 501 (c) (3) certification letter with the 20 hard copies of your Grant Application?	
Have they included a complete list of their board members, including name, position on board, profession or affiliation, city of residence and years served with the 20 hard copies of the Grant Application?	
Have they omitted newsletters, emails/letters of recommendation and publicity material?	

Reader's Table Checklist

November 18

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Checklist Items	Y or N
ORG based in IRC and serves IRC residents	
Grant Request = \$100K	
Organization a 501 (C) (3)	
Do Not fund:	
General operating expenses or overhead	
Incentive payments to individuals	
Debt Reduction/Operational deficits	
Grants to specific individuals	
Endowment Funding	
Memorial Funding	
Interim/Bridge Funding	
Partisan/Political/ Legislative Activities	
Private Foundations	
Legal Expenses Incurred in any action by/against the organization	
General Construction / Renovation	
Projects that unlawfully discriminate	
Fund Drives	
Annual Appeals	
General Capital Campaigns or project within capital campaign	
Advertising	
Fraternal/Sectarian/religious orgs where the grant is intended for principal benefit of the organization's own members or grant intended for inherently religious purposes	

Other Comments:

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IF APPLICABLE TO THEIR GRANT PROJECT, have they included the following with the hard copy Grant Application?

Job descriptions (existing and new) for positions supporting the project. **Y or N**

Architectural drawings by a licensed provider. **Y or N**

Itemized cost estimates for new construction or re-construction by a licensed provider. **Y or N**

Permits, Zoning Variances, Leases. **Y or N**

Signed letters from collaborating organizations – signed by both the Executive Director and Chair of the Board for BOTH organizations. **Y or N**

Letters of understanding from benefitting organizations. **Y or N**