



Grant Check-off List
Organization Operating Documents

- 1. IRS letter of determination of section 501(c)(3) tax exemption status
- 2. Latest income and expense statement/operating budget/latest financial audit
- 3. Names and affiliations of those serving on your board of directors
- 4. Other sources of income/donations and amount contributed by each
- 5. Names and qualifications of employees
- 6. Volunteers—numbers and roles
- 7. Previous grants received, amount funded and project description
- 8. By-laws
- 9. Business references (3—business name, address, phone and contact)
- 10. Overview of mission, goals and objectives, brief history and geographic area(s) served
- 11. Dun & Bradstreet number
- 12. Latest 990
- 13. Strategic plan/annual report
- 14. Organization letterhead