APPENDIX A  Pre-Grant Activities—
Sample Letters and Forms

8. Proposal Application Checklist

☐ Proposal cover sheet [see Appendix A, 3.]
☐ Proposal
☐ IRS determination letter of 501(c)(3) status
☐ List of board members and their relevant experience
☐ Profiles or résumés of key staff members
☐ Description of staff and board composition
☐ Most recent annual report, if not already provided
☐ Most recent publications, news articles or other relevant materials about your organization or the funded project (please be selective)
☐ Support letters from outside people or organizations that will participate in the project