Project/Program Check List

**Organization Contact Information**

* Organization Name:
* Website:
* Street Address:
* City:
* State:
* Zip:
* Application Contact Name:

Title:

Contact Phone:

Contact Email:

* Executive Director Name:

Executive Director Phone:

Executive Director Email

**Organization Details**

* Tax Status and Tax ID number
* Year Incorporated
* Resume of the Executive Director/CEO (Upload)
* Total Number of Full Time Staff
* Total Number of Part Time Staff
* List of the organization’s Board of Directors that includes name, employer, job title, and position on the board.

* Organization Mission Statement (limit to three sentences)
* Brief history of the organization.
* Summary of your strategic plan.
* List three organizations with which you collaborate (if any), and how you collaborate.
* How do you differ from other organizations doing similar work?
* What changes have occurred in your organization over the last five years, and what changes are you currently managing?
* How do you measure your impact?
* List two examples of results that demonstrate your impact.
* List five major goals you would like to accomplish over the next two years.

**Financial Information**

* Fiscal Year (Month/Day – Month/Day)
* Current Operating Budget (Upload)
* Next Fiscal Year Operating Budget if available (Upload)
* YTD Income Statement (Upload)
* YTD Balance Sheet (Upload)
* YTD Actual vs. Budget Revenue and Expense statement (Upload)
* Most Recent Audited Financial Statements (Upload)
* Current Annual Report (Upload)

**Information Regarding this Request**

* Program/Project Title

🞏 Program/Project Summary

🞏 Program/Project Evaluation

* Provide two examples of past results that demonstrate your impact.
* Beginning and end dates of the program/project
* Names and job titles of staff members responsible for the success of the program and a brief summary of their qualifications.
* Detailed Program Budget (Upload)

* Amount requested
* Balance that remains to be raised
* List five committed donors and amounts committed
* List five potential donors and amounts to be asked