



## PROPOSAL CHECKLIST

When preparing your proposal, please no bound or ring binders, and do not include newspaper clippings, brochures, flyers, CD's or videos.

### **The Grant Proposal Should Include the Following: (One Copy)**

- Grant Request Summary Form**
- Proposal Checklist**
- Proposal Narrative** – Clear description of the need, what you are proposing to do about the need, what you are requesting, and what results you expect, including a detailed budget of how funds will be spent.
- Copy of your determination letter from the IRS** classifying your organization as a non-profit organization under Section 501(c)(3) and as a public charity under Section 509(a)(1) or 509(a)(2) of the Internal Revenue Code.
- Letter, dated and signed by your director on your letterhead, affirming that your organization's "determination letter from the IRS continues in full force and effect** and that a grant from the Amelia Peabody Charitable Fund as applied for would not adversely affect your public charity status".
- Copy of your most recent IRS Form 990 & Schedule A**
- Financial statement**, clearly showing all income sources and expenses for your organization for the most recent tax year.
- List of your Board of Directors/Trustees**

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### **Additional Required Information – (Four Copies)**

- Grant Request Summary Form**
- Proposal Narrative**

**Please staple the Grant Request Summary Form to the front of each set of Proposal Narrative**