

Please use the checklist below to verify that all of the required information is included with your proposal. Proposals with missing information listed will be returned to the applicant.

FORMAT OF PROPOSAL:

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| <input type="checkbox"/> Single sided copy | <input type="checkbox"/> No staples or binding, but binder or paper clips are accepted |
| <input type="checkbox"/> 1.0 inch margins | <input type="checkbox"/> No hole punches |
| <input type="checkbox"/> 12-point font | |
| <input type="checkbox"/> 8 ½ X 11 paper | |

PLEASE SUBMIT ONE HARD COPY OF EACH OF THE FOLLOWING:

- Cover letter on your organization's letterhead signed by the Executive Director and Board Chair. Include your total request amount and tax id number in the body of the letter. (one page).
- List of Board of Directors or Trustees (one page).
- Most recently completed audited financial statements together with the auditor's report.
- Internally prepared financial statements (includes a statement of activities and balance sheet) for the most recently completed fiscal year.
- Interim financial statements dated 12/31/11 if your fiscal year does not run January-December.
- Copy of most recent filed IRS Form 990. If a Form 990 is not filed by your organization, please submit a letter of explanation.
- New applicants only:* Organizational history including mission statement and objectives. If you are a previous grantee and your organizational goals or objectives have changed please submit an updated version. (one page).
- Summary of proposal (one page).
- Program Proposal that answers required questions.
- Executive Budget in the format provided by the McKenna Foundation. If you feel your budget requires an explanation, please include a budget narrative (optional).
- List of Revenue Sources in the format provided by the McKenna Foundation.