

# Comprehensive Checklist

## Grant Application Attachments

Here is a list of grant-related items to gather prior to submitting your application.

### Required Items to Upload

- Organization's logo\*
- IRS Letter of Determination\*
- Upload W-9\*
- Most Recent audited financial statements and notes to the financial statements\*
  - or - Profit and Loss statements from the past two years\*
- Management letter associated with your most recent audit.\*
- Organization's operating budget\*
- Most recent IRS Form 990\*
- Promotional Video or Marketing Video for your organization (optional)

### Other Information to Gather

- List of Board Members and their affiliations
- List of key staff members (titles and information)
- Demographics information for board members and staff members
- Demographic information for clients served through your program
- Program-specific budget