



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 and will delay the review of your request.

**FORMAT OF PROPOSAL SUMMARY:**

- |  |   |
|--|---|
| <input type="checkbox"/> Single or Double-spaced | <input type="checkbox"/> 12-point font  |
| <input type="checkbox"/> 1.0 inch margins        | <input type="checkbox"/> 8 ½ X 11 paper |

**CONTENTS OF PROPOSAL:**

- Cover letter on your organization's letterhead and signed by the Executive Director.
- Grant Application Form signed by both the Board President and Executive Director. If these two signatures are omitted, the entire application will be returned.
- Summary of Proposal (one page).
- Mission Statement and Organization Purpose.
- List of Board of Trustees (one page).
- IRS Determination Letter indicating 501(c)(3) tax-exempt status.
- Most recent audited financial statements.
- Copy of most recent filed IRS Form 990. If a Form 990 is not filed by your organization, please submit a letter of explanation.
- Program Proposal that answers required questions.
- Executive Budget in the format provided by McKenna Legacy Foundation.

**NUMBER OF COPIES TO BE SUBMITTED:**

- Please submit one hard copy of the *Contents of Proposal*.