

## GRANT CHECKLIST

*You can expect to submit the following information in your online Letter of Inquiry:*

1. Contact information for the principal person in your organization we should reach regarding your grant request.
2. A copy of your most recent IRS tax-exempt determination letter or other documentation of your IRS exempt charity status. If you have provided this document to us previously (ever), please do not resubmit it.
3. Something describing your organization: a brief narrative statement, a brochure, a reference to a website. You may be extremely brief if you are our current or former grantee or if you are widely known in the community.
4. A narrative statement (or otherwise) describing the project you are proposing for funding.
5. A timeline for the project including your planned starting and completion dates for both fundraising and the project.
6. A budget for your project identifying each foundation, corporation or government contribution, whether planned or committed. Include other sources of income, such as individual gifts, sales, or admission fees. Be sure to separately show the amount of funding sought from The Kinsman Foundation. Summarize how funds will be spent.
7. Your plans to administer, maintain or sustain the project after current fundraising is completed.
8. A description of how you will measure the success of the project.

We will ask for additional information if it's appropriate. Our Directors typically will make some independent inquiry about your request, either on the web or otherwise.

*If we invite you to complete the grant process, we will want to have:*

1. The names and contact information of your current directors, trustees, or other governing body. We may contact these individuals to ask about the proposal or your organization.
2. Copies of basic financial records of your organization, your current and your most recent yearly financial statement or records. Your tax returns are not always available to us online, and we may ask you for copies.
3. Description and/or documentation of the insurance coverage your organization carries that would directly apply to the activities funded by this grant.
4. Updated or detailed project information including changed conditions, fundraising progress, adjusted budgets or modified timelines. Include detailed information about planned expenditures.



### **Ready to apply?**

If you feel you fit all of the requirements to apply for a grant, go to [www.kinsmanfoundation.org](http://www.kinsmanfoundation.org) and click on this checkbox icon to create a personalized log-in and get started.

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