

Grant Proposal:

- 1) Cover letter: One page maximum. Please include the grant amount in the letter.
- 2) Answer all required on-line questions (plus there are some optional questions). Please include the number of clients who would benefit from funding and the location where services will be provided. **Please, limit answers to one paragraph per question.**

Financial Information for Grant Period:

- 3) Budget for grant amount - Please provide an itemization of exactly how "x" amount of funding would be used.
- 4) 2011 Budget for program which includes your income & revenue.
- 5) 2011 Budget for overall organization for the year in which the grant is to be used.

Historical Financial Information & Other Required Background:

- 6) 2009 Financial Statements, audited preferred, but not required. If your 2010 financials are complete, please send them instead.
- 7) Itemization of last quarter revenue and expenses.
- 8) 2008 and 2009 990. If you filed an extension for your 2009 990, please let us know when your 2009 990 will be complete under question #19 and submit your 2007 990 along with your 2008 990. If your 2010 990 is complete please send that along with your 2009 990.
- 9) Board of Directors List

If you have any questions, please let us know before you submit your proposal.