Arts/Culture, Basic Needs & Special Initiatives Grant Application

Submission Checklist 2016

Applying for (please underline): **Arts/Culture** **Basic Needs** **Special Initiatives**

Name of Organization:_____

☐ 1. Grant Application Submission Checklist. Must be completed providing name of applicant organization, application contact, and submission date.

☐ 2. Organization Information and Grant Request Information. Self-explanatory; complete ALL sections.

☐ 3 Project/Activity Timeline & Impact and Evaluation Form

☐ 4. Project Budget Form. *Include 3 quotes or bids for any single purchase or capital improvements over $1,000.* **Be sure figures throughout the application are consistent, mathematically correct, and rounded to the nearest dollar.**

☐ 5. **Current** financials: organization's operating budget (current vs. actual); current profit and loss statement; Form 990 (pgs. 1-12), Form 990 EZ (pgs. 1-5) or Form 990N (for those who file a 990N, please also submit a copy of filing and most current income and balance statements); audit or financial review letter (if applicable).

☐ 6. Copy organization's IRS 501(c)(3) nonprofit determination letter.

Note: 501(c)(3) determination letter is not required for governmental entities. If applicable, submit confirmation letter of fiscal agent.

☐ 7. Current Board of Directors list, including names and occupation; note officers.

☐ 8. If applicable, include the following: letters from financial, collaborative or programmatic partners in the proposed project such as signed contracts with other agencies contributing funding, volunteers, and/or in-kind contributors as listed on the budget pages. **We do not need general support letters.**

☐ 9. If applicable, an interim or final report for outstanding TGKVF funded projects

The Greater Kanawha Valley Foundation grant application may be accessed online at www.tgkvf.org. We accept online applications only; no paper copies please.

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If all of the required documents are not submitted by 4:00pm on the deadline date, the application will not be considered.

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Name of Application Contact Date