

James F.B. Peyton Fund  
Submission Checklist

Name of Lead Organization: \_\_\_\_\_

One submission per application:

- Grant Application Submission Checklist
- James F.B. Peyton Application. Self-explanatory; complete ALL sections
- Project Budget Form. *Include 3 quotes or bids for any single purchase or capital improvement over \$1,000. **Figures throughout the application must be consistent, mathematically correct, and rounded to the nearest dollar***
- Applicant organization's IRS tax status determination letter
- Applicant organization's Board of Directors list
- Most recent 990, 990EZ, or 990N (Please submit a copy of the filing).
- Audit, Financial Review, or Financial Compilation letters (auditor's independent report letter, usually one of first few pages)
- Signed W-9 Form

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

\_\_\_\_\_  
Name of Organization's Contact for this project

\_\_\_\_\_  
Date