



2017-APPLICATION CHECKLIST

Organization Name:

Small Grant Requests (\$500-1,500)

Completed Application	
Narrative Description	
Copy of 501C3	
Detailed Budget	

Not a 501C3- Using a Fiscal Sponsor

Completed Application	
Reference Letter (on letterhead) with Certification from CEO	
Copy of 501C3 from Fiscal Sponsor	

Sports Equipment Request (\$1,500- \$2,500)

Completed Application	
Letter from CEO of Organization	
Copy of 501 C3 or Little League Charter if applicable	
Invoice from Vendor itemizing equipment requested (ages, sizes, quantities)	

Full Application for Large Grants (\$1,500 to \$15,000)

Completed Application	
Narrative- proposal summary	
Organization Background	
Description of Project Program	
IRS Tax-Exemption letter (501C 3)	
List of Organization's Board Members and their affiliations	
Organization's Most Recent Form 990 and Audited Financial Report	
Groups with Fiscal Conduits MUST ALSO Include: a letter from (CEO)	
Organization's Current Income and Expense report including actual totals to date	
List of Organization's Current Private and Public Funding Sources with amounts	
School based programs- Reference Letter	
Multi-Borough Programs- Confirmation Statement	

Project/Program Fiscal Information

◇ PROGRAM BUDGET FORM FOR FULL GRANT APPLICATION	
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Notes:

Date Reviewed: _____

Reviewed by: _____