

# grant application check list



Advancing social  
justice for LGBT  
communities in the  
Upper Midwest

Organization Name \_\_\_\_\_

Place this check list on top of all materials before you mail, only one copy necessary. **Do not submit your application unless all items on the check list are complete.** The check list is to be signed by the person completing the application. See grant guidelines document for full application instructions. All submissions must be postmarked by October 1.

**Please submit eight (8) stapled sets of the following in this order:**

- One-page Minnesota Common Grant Application Cover Page
- 150-word narrative summary for public release
- Received invitation from PFund to submit full proposal, include a copy
- Proposal Narrative
  - Purpose of grant
  - Evaluation
  - Organizational information
- Budget
- Financial statement/balance sheet (profit/loss statement)
  - Current year
  - Last completed fiscal year, audited if available
- Description of organization's source of funds
- Complete list of key staff, board of directors and officers
- Completed staff and board demographics worksheet
- Final report form on previous year's PFund grant, if applicable
- Letters of support (optional)
- Other attachments, please list (i.e., agency brochure)

**Please submit one (1) copy of the following:**

- Copy of IRS 501(c)3 or 501(c)4 letter of determination or copy of signed fiscal agent agreement and fiscal agent's determination letter
- Signed copy of PFund Certificate of Non-discrimination

I declare that I have examined the enclosed information, including accompanying documents, and, to the best of my knowledge and belief, the information contains all the relevant facts relating to this grant application and all such facts are true, correct, and complete.

\_\_\_\_\_  
Name of person completing application

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DID YOU KNOW?**

The Accountability Wizard review helps donors learn that your nonprofit meets basic standards for public disclosure, governance, financial management, and ethical fundraising. PFund encourages nonprofits to take advantage of this opportunity to build public trust by demonstrating a commitment to accountability and transparency. If you have not been reviewed you can go to [www.SmartGivers.org](http://www.SmartGivers.org) to learn more.

If your nonprofit has completed the Accountability Wizard review through the Charities Review Council, please list the date of your final report: \_\_\_\_\_