Helpful Checklist for Application

Organization: ____________________________________________________________

Project title: ____________________________________________________________

Amount requested: ________________

Check each box or line to indicate that the guidelines have been followed

__ Submit the signed original proposal via regular mail or email. Type the application, using font size no smaller than 10.
__ Submit only materials specifically requested.
__ Provide requested materials in the order described below.

Proposal Preparation
__ Application Cover Sheet with original signature of top ranking official in your organization
__ Narrative including the following: *(up to 2 pages, single-sided)*
  __ Brief history of organization
  __ Services provided
  __ Geographical area served
  __ Number of beneficiaries to be served
  __ Description of project
  __ Identify need for project
  __ Current status of the project
  __ Itemized list of specific project items & costs *(one additional page if necessary)*
  __ Amount requested from the Arctic Slope Community Foundation
  __ If relevant, list the source(s) and amount(s) of any funds raised to date or pending, and how the organization anticipates raising the balance
__ Implementation Schedule Form
__ Budget Summary Form

Attachments

__ IRS 501 (c) (3) tax exemption letter or relevant Tax Exempt Status Letter
__ Twelve-month Statement of Revenues and Expenses, for most recently completed fiscal year, including current year operating budget, showing anticipated sources of both revenues and expenses. Or Audit can be substituted.
__ Independent estimate of costs of a project – *including bids for materials or services*