

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 project 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