



# In(form)ed

## MODEL C APPLICATION

### Checklist

We've crafted this checklist to help you prepare documentation and information required for the application. Please note that this is not a comprehensive list of all application requirements.

#### FUNDRAISING & FINANCIAL DOCUMENTS

- Fundraising Plan - Format: Word or PDF
  - How the project will raise money
  - Donor sources (individuals, foundations, government grants, fundraising events, earned income, etc.)
  - Revenue breakdown by source
  - Estimated number of separate donations per year
- Operational Budget - Format: Excel
  - [Must use the provided template only](#)
- Project Financial Statement - Format: PDF
  - Most recent completed fiscal year OR current fiscal period

#### AUDIT & LEGAL/COMPLIANCE DOCUMENTS

- Audit submitted with grant application - Format: PDF
- Articles of Incorporation (if applicable) - Format: PDF
- Bylaws - Format: PDF or Word

#### ORGANIZATIONAL & GOVERNANCE DOCUMENTS

- Board or Advisory Committee Members List - Format: PDF, Word, or Excel
  - Include names and affiliations
- Key Staff and/or Volunteers List - Format: PDF, Word, or Excel
  - Include roles and responsibilities

#### PLANNING DOCUMENTS

- Strategic or Business Plan - Format: PDF
- Grant Proposal - Format: PDF or Word
- Grant Agreement - Format: PDF

#### SUPPORT MATERIALS

- Letters of Support from Community Partners - Format: PDF
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