

Grant Application Checklist

We're glad you've decided to submit a grant application to the ECCF! While preparing your application, please follow these guidelines:

- Please type the information requested in the application. We will not accept handwritten applications. If you encounter problems using the electronic application, please contact the Grants and Public Relations Specialist, at 715-552-3801 or grants@eccommunityfoundation.org.
- Please mail or hand-deliver **ten printed, hole-punched, paper-clipped, double-sided copies** of your grant application. Do not include promotional materials from previous projects, report jackets, or binders.
- **Please email a PDF file of your Grant Application and each of the documents listed in the Required Attachments section to grants@eccommunityfoundation.org.** Some of our Grants Committee members prefer electronic copies, and we're trying hard to reduce paper usage.
- Grant Workshops are available. You are encouraged to discuss your potential program with the Foundation staff prior to the deadline in order to learn if the request meets our granting guidelines.
- **The deadline for grant submissions is Monday, February 2, 2015. Applications must be in our office or postmarked by this date.**
- If your project is funded, ECCF reserves the right to use written material from this grant application in future publications and presentations.

Checklist:

- ✓ Attend a Grant Applicant's Workshop at the ECCF to get your questions answered.
- ✓ Email a PDF copy of your Grant Application to grants@eccommunityfoundation.org.
- ✓ Email a PDF copy of each Required Attachment to grants@eccommunityfoundation.org.
 - Letter or certificate indicating 501 (c)(3) and 170(b)(1)(A) tax status from the Internal Revenue Service. **(If using a fiscal agent, include applicable information for fiscal agent).**
 - Most recent CPA Audit Report or Financial Report.
 - Current year's operating budget, including expenses and revenues.
 - List of current Board of Directors or equivalent governing body members.
- ✓ Mail or hand deliver to the ECCF office ten double-sided paper copies of your Grant Application and Letters of Support. Letters of support are **required** if another organization or individual is integral to the purchase or use of the program and/or is a fiscal sponsor.
- ✓ Sit back and relax!