

What Grantmakers Commonly Require Grantseekers to Include in Applications

- One-page cover letter, including a brief description of the project, its cost, specific amount requested in the proposal, names of other foundations applied to, and name of a contact person;
- Proposal narrative with an executive summary, need statement, project description (including evaluation, project budget, fact sheet for applicant, conclusion);
- Appendix;
- Copy of most recent tax-exemption letter indicating 501(c)(3) status;
- Current list of board members and their affiliations;
- Current list of staff and their qualifications to lead and manage project; and
- Supplementary materials (annual reports, videos, brochures, or published articles). If you do not want to receive these materials, say so.

TIP > Make life easier for your board members by requiring grantseekers to submit proposals in a standardized format. State your requirements regarding paper size, spacing, use of bulleted items, and placement of page numbers. In reading through proposals, trustees often want to pull out some pages for reference later. For that reason, it's better to have applicants secure proposals with elastic bands or sturdy paper clips rather than putting them in binders or folders.
