



## The Hoglund Foundation Full Grant Proposal Checklist

The following is a checklist of the items that must be included in your Full Grant Proposal. Please return this form signed by the person responsible for writing the Full Grant Proposal and the Executive Director, along with all required documentation.

- The organization's name, address, phone number, contact person, email address, and website, if applicable.
- The organization's mission statement, brief summary and statement of need.
- Amount of funds requested and the purpose for the funds being requested.
- Project or capital budget (if applicable) and plans to support the project along with a project timeline.
- Total annual operating budget.
- Plans for evaluation of the project or program.
- A list of current Officers and Board of Directors.
- Documentation of tax-exempt status from the IRS verifying eligibility.
- A detailed explanation of the purpose of the requested funds.
- An explanation as to why the agency is best suited to provide this project or program.
- Names of other community resources, if any, that are serving this need.
- Current year-to-date financial statements and operating budget.
- Most recent audited financial statement (or last year's IRS Form 990 filed and the last fiscal year's internal financial statements if audit is not available).
- A list of other major funding and potential funding sources or matching funds.
- A summary of the number of people served annually by this program or project and the anticipated outcome.
- Detailed analysis of the evaluation method/plan for program or project.

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_