

**Application Checklist: Greater Chicago, Northwest Indiana and Wisconsin**

Complete this list and attach it to your Grant Request Application.

- 1. Chicago Area Grant Application Form\*
  - Grant Request \_\_\_\_\_
  - Organization Information \_\_\_\_\_
  - Proposal Narrative
    - Background \_\_\_\_\_
    - Purpose of Request \_\_\_\_\_
    - Evaluation \_\_\_\_\_
- 2. Audited Financial Statements \_\_\_\_\_
- 3. Current Operating Budget \_\_\_\_\_
- 4. Program Budget (if program grant) \_\_\_\_\_
- 5. Multi-Year Budget (if multi-year grant) \_\_\_\_\_
- 6. List of Grants over \$1,000 \_\_\_\_\_
- 7. Capital Budget & Committee Members (if capital grant) \_\_\_\_\_
- 8. Itemization of use of Funds (if gen. op. grant) \_\_\_\_\_
- 9. Tax-exempt Letter \_\_\_\_\_
- 10. Chicago Area Grant Report (if previously funded)\* \_\_\_\_\_
- 11. Annual Report \_\_\_\_\_
- 12. Board List (ethnic/gender) \_\_\_\_\_
- 13. Professional Staff Qualifications \_\_\_\_\_
- 14. Collaboration Verification Letters (if collaboration) \_\_\_\_\_

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\* An electronic version is available on the Donors Forum website.