

Community Foundation Alliance of Calhoun County

RFP Application Checklist

- Is the Grant Application Cover Sheet filled out completely and signed by the authorized signatures?
- Does the RFP follow the Proposal Content with required headings?
- Is there a detailed budget summary?
- Is there one hard copy of the RFP to mail/deliver and one copy e-mailed to marissa@cfa-cc.org?
- Are the forms/attachments completed and attached?
 - Grant Application Cover Sheet (with original signature by the authorized signatory.)
 - Request for Proposal (RFP.)
 - Grant Budget Form.
 - Proposal Calendar or Chart of Events.
 - IRS 501(c) (3) Determination Letter for grant fiduciary (only if organization has not previously received grant.)
 - Articles of Incorporation for the State of Michigan (only if organization has not previously received grant.)
 - List of Board of Directors with affiliations.
 - Agency and/or Organization Annual Operating Budget for previous and current year. Annual Operating Budgets must show revenue sources.
 - Letters of support (optional.)
 - Annual report, if available.

Contact Name: _____

Contact Fax Number: (_____) _____

Contact E-Mail: _____

Date Received: _____

Acknowledged By: _____