



## Richard M. Fairbanks Foundation Proposal Submission Checklist

Proposal narrative

Required attachments – All Proposals:

- Cover letter signed by the Executive Director or President and Board Chairperson of the requesting organization
- Organizational overview with board roster, staff management, and program/project leader (if applicable)
- Current fiscal year organizational or departmental budget
- Pro forma project or program budget that aligns with the duration of the grant request (if applicable)
- Internal Revenue Service letter of determination of public charity status under Sections 501(c)(3) and 509(a)(1)(2) or (3) of the Internal Revenue Code
- Most recent audited financial statements

Required Attachments – New Grant Applicants Only

If you have never received a grant from the Richard M. Fairbanks Foundation, please attach the information listed below.

- If your organization is a 509(a)(3) Supporting Organization, please submit a certification prepared by legal counsel indicating whether your organization is a Type I, Type II or Functionally Integrated Type III Supporting Organization

Required Attachments – Prior Grantees Only

If you have previously received a grant from the Richard M. Fairbanks Foundation and/or are a current grantee, please attach the following:

- Signed copy of the Tax-Exempt Status Confirmation form. This form will be provided to you by Foundation staff at the time of the proposal invitation. If we already have a recently dated copy of the form on file, you will not be required to submit a duplicate form.

Email one copy of the complete proposal to the Foundation staff member who has requested the proposal from your organization.