

**APPENDIX A**

**Pre-Grant Activities—  
Sample Letters and Forms**

**Pre-Grant Information  
and Proposal Review**

**8. Proposal Application Checklist**

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- Proposal cover sheet [see Appendix A, 3.]
- Proposal
- IRS determination letter of 501(c)(3) status
- List of board members and their relevant experience
- Profiles or résumés of key staff members
- Description of staff and board composition
- Most recent annual report, if not already provided
- Most recent publications, news articles or other relevant materials about your organization or the funded project (please be selective)
- Support letters from outside people or organizations that will participate in the project