



GRANT APPLICATION CHECKLIST

Please use this check list as a guide and easy reference as you prepare to complete the online grant application.

You will need to gather the following:

Legal & Organizational

- Determination letter from the IRS granting 501(c) 3 status - sent to Kirkpatrick Foundation
- Executive Director name, phone number, and email address
- Primary contact name, phone, and email of person completing the application and who may answer questions regarding the specific project or other organizational information
- Organization's legal name (must be the 501(c) 3 name, not dba)
- Organization address, phone, fax, and web address
- Year of Incorporation
- Organization's official mission statement as approved by board of directors
- Summary of organization's programs and number of people served
- Geographic area served by the organization (city, county, state, school district, etc.)
- List of names and affiliation of current board members
- Number of board members, percentage making a personal contribution (cash, not in-kind), and total amount contributed
- Executive summary of organization's strategic plan, year developed, and by whom
- Description of how this project relates to or supports the strategic plan

Financial Information

- Annual budget of the organization
- Summary of organization income and expenses
- Percentage breakdown of income, i.e. public funding, corporate support, earned or generated income, foundation support, individual donors
- Most recent audited financial statement – copy sent to Kirkpatrick Foundation
- Most recent year-end financial statement including a balance sheet
- Total amount requested of the Kirkpatrick Foundation in this application
- Total expenses budgeted for the project (breakdown of costs such as honoraria, printing, supplies, postage, etc.)
- Total amount raised for the project so far
- List of anticipated funding sources (committed, secured, pending—including other grant applications submitted and to whom)
- Sustainability plan—for securing funding beyond the grant period and/or outlining how the project will continue without Kirkpatrick Foundation support

Project Details

- Project title
- Project Timeline i.e. start and end dates
- Number of people who will benefit from the project (key audience) and recruitment strategy
- Description of project including key goals and intended outcomes of the project
- Principal staff working on the project and their qualifications
- Collaborations and partnerships with other organizations and their role
- Evaluation process to determine success of the project and tools to determine success
- How do you monitor progress i.e. benchmarks along the way?
- External communications and marketing strategy and planned recognition of Kirkpatrick Foundation support
- Cover letter signed by Executive Director confirming the organization's desire to submit the request
- Best day of the week and time of day for a site visit by Kirkpatrick Foundation trustees

Former Grantees

Organizations that have previously received funding from the Kirkpatrick Foundation must have completed the Final Report Form for their prior grant(s). Former grantees need only supply new information that has arisen since the last application was submitted.

* Note

The Kirkpatrick Foundation does not accept requests from individuals, requests for capital improvements, or projects outside the stated interest areas of Animal Concerns, Arts & Culture, Education, or the Environment.