

## Appendix D: Project Support Application Documents

### General Resources

- List of current board members with full names and organizational affiliations. Use the Excel template provided in the Grantee Portal Document Library.
- Organizing documents-charter, statutes, constitution, or articles of incorporation. (First-time applicants only.)
- Audited financial statements for the past two years
- Most recent unaudited financial statement
- Current fiscal year operating budget
- Tax determination letter

### Optional Organization Documents

- Conflict of interest policy
- Whistleblower policy

### Required Project Documents

- List of key staff and their bios
- Overall project budget
- Project budget. Can be presented as part of the overall project budget.
- Budget narrative. To accompany the project budget.

### Optional Project Documents

- Internal Review Board letter
- Project adoption letter