

**THE WILLIAM STREET  
UNITED METHODIST CHURCH FOUNDATION, INC.**

**CHECKLIST**

for information to be included in grant application.

Gifts are made for charitable, scientific, religious,  
literary, or educational purposes.

- \_\_\_\_\_ Foundation cover sheet fully answered (avoid "see attached").
- \_\_\_\_\_ Concise history.
- \_\_\_\_\_ Overview of current programs.
- \_\_\_\_\_ Letter from Internal Revenue Service recognizing organization as tax exempt under Section 501(c) 3.
- \_\_\_\_\_ Statement from Board of Directors authorizing the request and agreeing to support and complete the project if funded.
- \_\_\_\_\_ Description of the problem or need to be met by the project.
- \_\_\_\_\_ Description of project, including method of implementation, objectives, and timetable.
- \_\_\_\_\_ Names and qualifications of persons responsible for administering the project.
- \_\_\_\_\_ Project budget that includes both income and expenses.
- \_\_\_\_\_ Most recent audited financial statement.
- \_\_\_\_\_ Current operating budget of organization.
- \_\_\_\_\_ Plan for continuing project after Foundation funds are used.
- \_\_\_\_\_ Criteria for judging project's effectiveness.
- \_\_\_\_\_ Letters of support for the project.
- \_\_\_\_\_ Other supporting material.
- \_\_\_\_\_ This checklist.