



STORAGETEK FOUNDATION GRANT PROPOSAL CHECKLIST

Please include the following check list to ensure that you have included all necessary information with your grant proposal.

___ **Cover letter**

___ **Organizational Summary**

___ **Check List**

___ **Narrative** (refer to grant guidelines for detail)

___ Agency Information

___ Program/Project Description

___ Evaluation

___ **Attachments**

___ Board of Directors, including occupations and community affiliations

___ List of names and qualifications of key staff

___ Most recent year-end financial statements (audited if available)

___ Current organizational budget

___ Program/project budget

___ Annual report

___ List of major organizational and project contributors

___ Volunteer needs

___ Copy of the most recent IRS determination letter indicating 501(c)(3) non-profit status