



Eligible organizations may submit one application per cycle _____. Please see our [checklist](#) for

- (if different from Applicant)
 - o Organization President, CEO, or Executive Director Contact Info
 - o Lead Development Contact Info
- x Organizational Documents
 - o Organization Fundraising History Form (template provided)
 - o Governing Board List (names and affiliations only)
 - o Fact Sheet (one page max)
 - o Current Audited Financial Statements
 - f Organizations in existence for less than five years must provide full certified, audited financial statements for the most recent two fiscal years
 - o IRS Form 990
 - o State of CA 23701(d) Entity Status Letter (for organizations headquartered in CA)
 - o

Project Narrative (cont.)

Staffing and Evaluation (1 page maximum)

Personnel: Name the key management, program, and consultant personnel required to implement this project. Describe the role of each position, including new hires and consultants, listed in the budget. Summarize each of their credentials and experience in the field. For program projects that will utilize Keck funds for consultants, provide a rationale for why the0.1 (i)1001 6-6.7 (s (e)-12.5855)TjDC i.

Project Budget /Revenue

There are two Project Budget/Revenue template: one for program projects, the other for capital projects.

The Program Budget form is available [here](#) _____. The Capital Budget form is available [here](#)_____.

Formatting Requirements: _____

- x At least 9 -point type, Time New Roman
- x Budget must display and print in landscape mode
- x One page maximum
- x Print test page to check formatting before uploading

Content Requirements: _____

- x Requested amount must be a multiple of \$ 25,000
- x 'Total Project Budget' and 'Amount Requested' must be consistent across entire application
- x Program Projects only:
 - o If a multi -year project, indicate the total project budget for all years
 - o Indicate the funding committed for the entire project time period cited at the top of the form
 - o The total project budget may cover more years than the grant request time period