

Vincent J. Stark Foundation

Grant Application Required Documents Checklist

The following documents are **required** for all applications.
Incomplete applications **will not** be considered.

1. The completed Application Cover Page
2. Organization Description (one-page):
 - a. Provide a description of the organization's history, mission, current and future goals.
 - b. If the organization is a returning applicant, please provide a brief summary of the most recently funded project and its outcomes.
3. Purpose of Request (maximum three pages):
 - a. Project description including the purpose and amount of the request.
 - b. Describe the audience served including demographic information. Be specific about the number who will be served.
 - c. Describe the desired results of the proposed project/program.
 - d. Explain how the request fits with the organization's mission.
 - e. Identify any project partners or collaborators, and/or the use of volunteers.
 - f. Provide a list of action steps and a timeline for completion of the project.
 - g. Should your application be funded, please explain how you plan to recognize the Foundation's support.
4. Evaluation (maximum two pages):
 - a. How will the organization measure the success of the project/program?
 - b. What information will be collected to support this evaluation?
5. Finances:
 - a. Project income and expense budgets, including pending or confirmed funding sources.
 - b. If applicable, please explain any additional fundraising to support this project.
6. Attachments (All attachments are required):
 - a. Cover page
 - b. Authorized signature form
 - c. Copy of the organization's 501(c)(3) ruling letter
 - d. Copy of the organization's two most recently filed IRS Forms 990
 - e. List of Board of Directors and officers, including their e-mail addresses
 - f. Most recent financial audit or compilation, if available
 - g. Current fiscal year operating budget