**Self-Certification Checklist**

**(If you are using the Minnesota Grant Application Form, please also complete, print, sign, and include this checklist with your application. It helps us determine at a glance if you have covered all of the necessary steps in making a grant application.)**

Our application includes:

* Cover letter that briefly introduces the organization and purpose for seeking funds.
* Proposal narrative

Organization Information

Project Information

**Report on Previous Grants**

* Project/program title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Budget information – Provide info for the fiscal year for which the funds are requested one year prior.

Organization budget with income & expenses (e.g.; MN Common Grant Form)

Project budget (if applicable) with income & expenses

* Organizational Budget Amount Previous year $\_\_\_\_\_\_\_ Current year $\_\_\_\_\_\_\_
* Project Budget Amount Previous year $\_\_\_\_\_\_\_ Current year $\_\_\_\_\_\_\_
* List of top 5 organization funders (government, foundation, corporate) with amounts received for prior year and year of which funds are requested (list committed, pending, and to be approached)
* List of project funders (if applicable) with amounts received for prior year and the year for which funds are requested (list committed, pending, and to be approached).
* Audited financial statement or IRS Form 990 for most recently completed fiscal year (If the audit is not available, include the most recent audit you have, and the unaudited year end financial statement of income and expenses for the most recently completed fiscal year. Send audit when it is available.)
* Copy of Federal IRS Determination Letter indicating 501(c)(3) tax-exempt status
* List of Board of Directors including affiliations

Can we share this application for funding with a Donor Advisor? Yes No

* ***Certification Statement***

***By signing, I certify that all information in this application is true and that I have submitted a complete application fulfilling all the items on the above checklist.***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_