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. Also, EPCF would like to begin tracking demographics of the grantees organizations and community they support as part of its Strategic Plan. Please provide any available, non-confidential information on the demographics (race, ethnicity, gender, age, LGBTQ, religion, ability, etc.) on the organization’s program beneficiaries, primarily, and secondarily on staff members and board members. This data will not be used in selection criteria. Please also note in your cover letter how your proposal addresses or how your organization promotes two areas of EPCF’s strategic plan: Hardship and Diversity, Equity and Inclusion. Priority is given to applicants based on the extent of their alignment to either of these areas.

- 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: ____________________________