

Grant Application Check List

Texas History Program

A formal proposal should be submitted once the grant seeker has been invited to submit a proposal. The following elements are required for the application process:

- Cover Sheet
- Cover Letter Signed By The Chief Executive Officer or Board Chairman
- Most Recent Copy of the IRS Determination Letter Which Grants the Organization Federal Tax Exempt Status as a 501(c)(3) Organization
- The Most Recent Financial Statements (Audited, If Any)
- The Most Recent Copy of the 990 IRS Information Return, If Any
- Brief History of Organization Seeking Support
- Statement of Goals & Purpose, Mission, and Vision
- Brief Biographies of Key Personnel with Proposed Project
- List of Board of Directors and Officers of the Organization
- Detailed Description of the Project **with Dollar Amount Requested**
- Annual Operating Budget and Project Budget
- Current Strategic Plan or Longe-Range Plan
- Plan of Work to Complete the Project and Amount of Time Needed for Completion