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