

# Whitecap Foundation: Checklist for Proposals

Our goal for proposals is to gain understanding about your organization and the proposed project, in order to foster an effective working relationship. Please provide the following information in your proposal:

- Provide a brief cover letter describing the proposed project as well as the amount of money requested and the grant period.
- Provide a brief overview of your organization, and any major changes that have taken place in the past year.
- Explain the need or problem that the project addresses.
- Describe how the project fits within the objectives of the specific program area under which funds are requested.
- Identify the population being served by the project and target numbers of the population served.
- Describe the proposed project to be undertaken including activities, timetable, anticipated results and possible obstacles.
- Describe briefly the proposed evaluation method to be used to measure if the project will meet its proposed objectives.
- Provide a detailed line item budget for the project for which you are seeking funds. In a separate column, please identify how Whitecap funds will be expended.

## Additional Enclosures

- Provide most recent organization budget based upon the applicant's fiscal year.
- Provide copies of the applicant's audited financial statements and a copy of the latest IRS form 990 return. The 990 and the financial statement should be for the same year.
- Attach copies of a list of your Board members and major contributors.
- Attach copy of 501 (c) (3) status by the IRS (for first time grantees).