

APPLICATION REQUIREMENTS GUIDELINES

Grant requests must include the following items:

- ❖ A completed application signed by the organization's CEO or chair of the governing body
- ❖ A cover letter outlining the request with background information about the organization
- ❖ A description of the purpose of the organization or activity, what it expects to accomplish and how the program relates to the needs of the health care community
- ❖ A detailed project budget
- ❖ Plans for future funding if the project is ongoing
- ❖ The parent organization's annual budget for the year in which the funded project is to occur, including both income and expenses and current financial statements covering the organization's most recently completed fiscal year
- ❖ A list of the organization's officers, directors and staff
- ❖ A copy of the Internal Revenue Service determination letter showing the organization's tax exempt status

Each request must include the original application, support documentation and nine copies of each.