



taos community foundation

## Grant Application Document Checklist

We encourage you to have the following documents ready to upload before you begin your application:

- If you are submitting an application for a project you will need a project budget.
- If you are a fiscally sponsored project or organization, you will upload **your** budget, and that of your fiscal sponsor.
- Be sure that your organization (or your fiscal sponsor) is in good standing with the IRS. You will also need to know the most recent year of filing of the form 990. Both of these can be found by clicking here: <https://apps.irs.gov/app/eos/>
- \*Board's contact list with community affiliations
- \*Balance Sheet as of the first day of your current fiscal year
- \*Operating Budget

*If you are a fiscally sponsored organization or project, you will need to upload your fiscal sponsor organization's documents for items marked with \*.*

### Online Application Tips

1. The character counter includes spaces as well as characters.
2. You will be logged out of the system after 90 minutes of inactivity.
3. Remember to regularly save your work.
4. You may choose to work on your responses in a document outside of the online system (e.g. Microsoft Word) and then copy and paste the text into the online form. If you do this, be sure to track character limits. You will need to check the formatting of your response once you have copied it onto the form.
5. If you do not provide an answer for one of the required questions, you will not be able to submit the form.
6. You may wish to download copies of all submitted forms onto your computer.
7. If your PDF upload file exceeds the maximum file size, consider using the Adobe Acrobat option to 'Reduce File Size' (look at the options in Document).
8. Remember to click 'Submit Form' when completed.
9. Once your application has been submitted it is no longer available for editing.