



Western Kansas Community Foundation GRANT APPLICATION CHECKLIST

**IF ALL MATERIALS ARE NOT SUBMITTED,
YOUR GRANT WILL NOT BE CONSIDERED.**

IMPORTANT:

- Please follow the application procedure. Failure to do so will eliminate your organization from being considered for a grant.
- Supply all information for grant on this form only. DO NOT attach additional sheets.
- Do NOT put information in special covers or use staples.

In an effort to preserve resources, 7 additional copies are no longer required. Please submit 1 (one) application containing the following:

- Cover Sheet (include signature of agency director)
- Completed Application
- Itemized Project Budget
- List of Board of Directors
- Balance Sheet for Fiscal Year End
- Letter of Recommendation (must reflect organization's accountability)

Check One:

- 501(c)(3) Organization – Please submit copy of IRS Letter of Determination.
(Do not submit a sales tax exempt letter)
- Other – Please Specify.

(Additional Information may need to be submitted, please contact our office.)

Optional Information: **(Please provide only 1 copy with original application):**

- Annual report, brochure or other pertinent organizational material. If your organization feels that including the optional information helps explain your project, please include any or all of this information. File at the end of your application.

*Mail completed forms to:
Western Kansas Community Foundation
402 No. Main
Garden City, KS 67846*