

COOPER FOUNDATION APPLICATION CHECKLIST

Our online application form includes a request narrative section and required supporting documentation.

- You must provide your EIN tax ID number.
- You do not need to provide your IRS Exemption Letter or 990 tax form; both are uploaded automatically into the system from your EIN.

Request Narrative

- Request Description (character limit: 3,500)
Begin this section by re-stating the amount requested and its use in one sentence. Describe your objectives, goals, and the need you will serve. Tell us what you want to do and why it is important.
- Who Will Benefit? (character limit: 2,500)
State the number served and the population that will benefit from your proposal. Be specific in describing those who are expected to benefit, providing data that is used and/or generated by your organization.
- Funding (character limit: 2,500)
State your funding goal and your plan to raise the funds needed. Tell us when this grant funding is needed.
- Outcomes (character limit: 2,500)
State the specific outcomes you hope to achieve, the benchmarks that will indicate success, and how they will be measured.

Required Supporting Documentation

- Project Budget, if applicable (file size limit: 1 mb)
Include sources and amounts of income and detailed expenses. Provide totals for both income and expense. Identify funding sources as confirmed, pending, or to be requested.
Requests for general operating support do not require a project budget.
If the request is to support a staff position, upload a budget for the position.
- Operating Budget – current year (file size limit: 1 mb)
Upload your organizational operating budget, for the current fiscal year.
Include sources and amounts of income and detailed expenses. Provide totals for both income and expense.
- Operating Budget - next fiscal year, if applicable (file size limit: 1 mb)
Upload the operating budget for the next fiscal year ONLY if funding is requested for that year.
Upload your organizational operating budget, for the current fiscal year.
Include sources and amounts of income and detailed expenses. Provide totals for both income and expense.
- Balance Sheet (file size limit: 1 mb)
Upload the organization's most recent balance sheet.
- Income/Expense Statement (file size limit: 2 mb)
Upload the most recent Income/Expense (Profit/Loss) Statement including month and year-to-date information.
- Budget vs. Actual (file size limit: 1 mb)
Upload the most recent Budget vs. Actual report, if available.

Audit or Year-End Financial Report (file size limit: 6 mb)

Upload the report for your most recent complete fiscal year.

An Audit or Review of Financial Statements is preferred.

A compilation or year-end balance sheet and income/expense statement will be accepted if an audit or review is not available

- **Additional Financial Report, optional (file size limit: 1 mb)**
- **Board of Directors and Staff (file size limit: 1 mb)**
Upload a list of your board of directors including addresses, phone numbers, and affiliations, and names and titles of staff.
- **Optional Documentation (file size limit: 2 mb)**
Additional documentation, if necessary. If the request is to support a staff position, upload a job description here.
- **Optional Documentation (file size limit: 2 mb)**
Additional documentation, if necessary