

## COOPER FOUNDATION LOI CHECKLIST

### Request Information

- Project Name
- Request Amount
- Request Summary (character limit: 3,000)  
Provide information about the project, program, or organization for which you seek funding.

### Organizational Information

- Mission Statement (character limit: 1,000)  
Provide the mission statement for the organization.
- Number of staff  
Specify full-time, part-time, or volunteer.
- Number of board members.
- How often does the board meet?
- Operating Budget  
Does the board approve an annual operating budget? (yes/no)
- Total Budget  
Total operating budget for the current fiscal year.

### Financial Reporting

- Financial Reports  
What reports are produced for management purposes? Check all that apply.  
Choices:  
Balance Sheet  
Income/Expense (Profit/Loss)  
Budget vs. Actual  
General Ledger  
Other (explain below in Financial Reports - notes)  
None (explain below in Financial Reports - notes)
- Financial Reports – Frequency  
How often does the board review financial reports?
- Financial Reports – Notes (character limit: 1,000)
- Internal Control  
Does the organization have an internal control policy? (yes/no)  
An internal control policy describes the procedures that the organization follows, as well as who is responsible, for financial transactions, accounting, and reporting to prevent misuse and misappropriation of assets and ensure that all financial functions are properly authorized, appropriated, executed and recorded. It should provide adequate separation of duties for financial functions, and oversight from senior staff and the board.