

**COOPER FOUNDATION  
2020 RAPID RESPONSE APPLICATION CHECKLIST**

In response to the COVID-19 health crisis, the Cooper Foundation has modified the grant application to streamline the process. Our simplified online application form includes a request narrative section and minimal 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.

*Notice to Grant Applicants about Confidentiality*

The Cooper Foundation understands the importance of confidentiality in grants applications, however, by submitting a grant application, you acknowledge and agree that information in your application may be shared with our staff, board, consultants and other individuals as needed to properly evaluate applications. We assume no legal obligation to maintain strict confidentiality of the information contained in your application. If you require any information in your application to be kept confidential, please contact the Cooper Foundation President, to discuss before you submit your application. Grant applications will not be returned and all materials you provide us will be held and destroyed according to our document retention policy.

**Request Narrative**

1. Request Description

Describe your organizational needs and the needs of those you serve, in relation to the Coronavirus pandemic. Include how your organization is adapting services and programs, if applicable.

*Character limit: 3,500*

2. Funding Needs

Provide information about the impact on your organization's revenue and expenses, including unbudgeted increases or decreases in services, lost revenue due to canceled events or programs, and personnel costs.

*Character limit: 3,500*

• Financial Information notes (optional)

You may use this area to provide additional information about your project and operating budgets or financial reports, if necessary.

*Character Limit: 1,000*

**Electronic Signature Agreement**

Please Note: By entering data in to the next four (4) fields requiring you Name, Title, and Date, as well as the Name of the Board President/Chair, you are:

- (1) representing that you are an agent for the applicant and duly authorized to submit this application;
- (2) certifying that the applicant organization's board authorizes this application;
- (3) agreeing to submit this grant application in an electronic form which shall be bound by its contents as an electronic transaction;
- (4) agreeing that completion of the following fields constitutes an electronic signature.

- Authorized Signature – Name  
*Character Limit: 100*
- Title  
*Character Limit: 100*
- Date  
*Character Limit: 100*
- Board President/Chair  
*Character Limit: 100*

**Required Supporting Documentation**

Attach the documents requested below.

- Operating Budget  
Upload your organizational operating budget for the current fiscal year, including income and expenses.  
*File Size Limit: 1 MB*
- Financial Statement  
Upload a copy of your organization’s most recent monthly (or quarterly) financial reports, including a balance sheet and income/expense statement with year-to-date information.  
*File Size Limit: 6 MB*
- Financial Statement – additional upload, if necessary  
*File Size Limit: 6 MB*
- Board of Directors List  
Upload a list of your board of directors including addresses, phone numbers, and affiliations.  
*File Size Limit: 1 MB*
- Optional Documentation  
Additional documentation, if necessary.  
*File Size Limit: 2 MB*