

COOPER FOUNDATION APPLICATION CHECKLIST

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

Note: The information from the LOI does not automatically carry over to the application form.

- 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 Victoria Grasso, at victoria.grasso@cooperfoundation.org, 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.

Note: Fields with an asterisk (*) are required

Request Information

- Project Name* (*character limit: 100*)
- Amount Requested* (*character limit: 20*)

Request Narrative

- Request Description* (*character limit: 3500*)
Begin this section by re-stating the amount requested and its use in one sentence. Then 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: 2500*)
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: 2500*)
State your funding goal and your plan to raise the funds needed. Tell us when this grant funding is needed.
- Outcomes* (*character limit: 2500*)
State the specific outcomes you hope to achieve, the benchmarks that will indicate success, and how they will be measured. (Ex. Increased attendance [outcome] of 10% [benchmark].)

- Financial Information notes (optional) (*character limit: 1000*)
You may use this area to provide additional information about your project and operating budgets or financial reports, if necessary.

Electronic Signature Agreement

Please Note: By entering data into the next four (4) fields requiring your Name, Title, and Date, as well as the Name of 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: 10*)

Board President/Chair* (*character limit: 100*)

Required Supporting Documentation

Attach the documents requested below that are available and applicable to this request.

File Uploads: Please attach original (not scanned) PDF documents when possible. If attaching Word or Excel documents, please be sure that they are formatted to view/print completely on letter (8.5x11) or legal (8.5x14) pages.

- Project Budget (*file size limit: 1 MB*)
Upload your project budget, if applicable. (Requests for general operating support do not require a project budget. If the request is for a staff position, upload a budget for the position.) 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.
- Operating Budget (*file size limit: 1 MB*)
Upload your organizational operating budget, including income and expenses, for the current fiscal year.
- Operating Budget - next fiscal year (*file size limit: 1 MB*)
Upload the operating budget for the next fiscal year ONLY if funding is requested for that year.
- Balance Sheet (*file size limit: 1 MB*)
Upload the organization's most recent balance sheet.

- Income/Expense Statement (*file size limit: 2 MB*)
Upload your most recent Income/Expense (Profit/Loss) Statement including month and year-to-date information.
- Budget vs. Actual (*file size limit: 1 MB*)
Upload your 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.
- 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. A job description is required for requested staff positions.
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