

COOPER FOUNDATION LOI CHECKLIST

Note: Fields with an asterisk (*) are required

Request Information

- Project Name* (*character limit: 100*)
- Request Amount (*character limit: 20*)
- Request Summary* (*character limit: 3000*)
Begin this section by re-stating the amount requested and its use in one sentence. Then provide information about the project, program, or organization for which you seek funding.

Organizational Information

- Mission Statement (*character limit: 1000*)
Provide the mission statement for the organization.
- Number of staff (*character limit: 250*)
Specify full-time, part-time, or volunteer.
- Number of board members. (*character limit: 10*)
- How often does the board meet? (*character limit: 200*)
- Operating Budget
Does the board approve an annual operating budget? (Yes/No)
- Total Budget (*character limit: 20*)
Total operating budget for the current fiscal year.
- Is the governing board fully independent?*(Yes/No)
Board members are considered independent if they are not related by family or marriage to another board member; not compensated as an officer or other employee of the organization; did not receive compensation in excess of \$10,000 during the organization's tax year; were not involved in financial transactions with the organization or with a related organization, nor was a family member involved in a financial transaction with the organization or with a related organization.
- Are any staff members related by family or marriage to another staff member or a board member?*(Yes/No)

Governing Board Independence (continued) (*character limit: 1000*)

Board Independence*

If you answered no, please provide an explanation about your Board's structure.

Staff and Board Independence (continued) (*character limit: 1000*)

Board/Staff Independence*

If you answered yes, please provide further details about the relationship(s) between any staff and/or any board members.

Financial Reporting

Financial Reports

What reports are produced for management purposes? Check all that apply.

- Choices:
Balance Sheet General Ledger
Income/Expense (Profit/Loss) Other (explain below in Financial Reports – notes)
Budget vs. Actual None (explain below in Financial Reports – notes)

Financial Reports – Frequency (*character limit: 50*)

How often does the board review financial reports?

- Financial Reports – Notes (*character limit: 1000*)
- Document Upload (*full size limit: 2 MB*)
Optional (not required): Upload relevant documents here.
- Internal Control*
Does the organization have, and follow, a written 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.)
- Internal Control (continued) (*character limit: 1000*)
Internal Controls*
If you answered no, please contact Victoria Grasso at victoria.grasso@cooperfoundation.org prior to submission of the LOI.

When you submit this form, you should immediately receive a confirmation email. The sender will be administrator@grantinterface.com. If you do not receive an email, please check your spam folder to ensure that you do not miss this and future correspondence throughout the grant application process. Thank you.