

**APPLICATION CHECKLIST**

*\*\*The application and all required attachments, are due by June 30, 11:59PM ET.*

*Late submissions will not be considered.\*\**

[ ] Complete the Impact100 Greater Chesapeake Grant Application via Google Forms

[ ] Email the required attachments below to grants@impact100greaterchesapeake.org. On the subject line of the email, indicate 2023GrantApplication, the focus area for which you are applying, and your organization name (e.g., 2023GrantApplication\_FocusArea\_ OrganizationName). Please use the same naming convention for all attachments (e.g., 2023GrantApplication\_FocusArea\_ OrganizationName\_NameofAttachement).

[ ] 501(c)(3) letter

[ ] Copy of the organization's Letter of Good Standing from Maryland, or proof that the

organization is in good standing (if a copy cannot be obtained in time)

[ ] Tax Form 990

[ ] Excel sheet of the program/project expenses using the required template. Reference

the example within the template, if needed. Include anticipated funding for your program/project, such as earned revenue, in-kind donations, support, special events, fundraisers, etc. The total expenses for the program/project must equal or exceed the amount of the Impact100 Greater Chesapeake grant.

[ ] Quotes or estimates to support the program/project expenses

[ ] Year to date budget for the current fiscal/calendar year

[ ] Balance sheet for the two most recent completed fiscal years

[ ] Income statement for the two most recent completed fiscal years

[ ] Letter of commitment from collaborating organizations, if applicable