



Richard M. Fairbanks Foundation Proposal Submission Checklist

☐ **Proposal narrative**

☐ **Required attachments (all proposals)**

- Cover letter signed by the executive director or president and board chair of the requesting organization
- Organizational overview with board roster, staff management, and program/project leader (if applicable)
- Current fiscal year organizational or departmental budget
- Pro forma project or program budget that aligns with the duration of the grant request (if applicable)
- Internal Revenue Service letter of determination of public charity status under Sections 501(c)(3) and 509(a)(1)(2) or (3) of the Internal Revenue Code
- Most recent audited financial statements

☐ **Required attachments (new applicants only)**

If you have never received a grant from the Richard M. Fairbanks Foundation, please attach the following:

- For 509(a)(3) supporting organizations, please submit a certification prepared by legal counsel indicating whether your organization is a Type I, Type II, or Functionally Integrated Type III supporting organization.

☐ **Required attachments (prior and current grantees only)**

If you have previously received a grant from the Richard M. Fairbanks Foundation and/or are a current grantee, please attach the following:

- Signed copy of the Tax-Exempt Status Confirmation form. We will provide this form to you when we invite a proposal. If we already have a recent copy of the form, we will not require you to submit a duplicate.

☐ **Email one copy of the complete proposal to the Foundation staff member who invited it.**