

## **PROPOSAL CHECKLIST**

The following attachments are required for proposal consideration. Please check the boxes and include this document with your cover letter and Knight DAF Application. If non-applicable, note N/A by the box.

- Cover Letter
- Knight DAF Application
- Organization Budget
- Project Budget
- Financial Statements, preferably audited, showing actual expenses including:
  - Balance Sheet
  - Statement of Activities
  - Statement of functional expenses
- List of additional Funders
- List of board members and their affiliations
- Brief description of key staff
- IRS Determination Letter
- Confirmation letter of fiscal sponsor
- Additional information

For questions or assistance in completing the application, contact the Community Foundation at 701.746.0668 or email [communityfoundation@gofoundation.org](mailto:communityfoundation@gofoundation.org).

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### Staff Use Only:

- Grant Award Letter Mailed Date \_\_\_\_\_
- Grant Agreement with Communication Requirements Signed Date \_\_\_\_\_
- Distribution Date \_\_\_\_\_
- Report Due Date \_\_\_\_\_