



MMK Foundation Grant Application Checklist

The following is a checklist of the items that must be included with your application for a grant request from the MMK Foundation. Please include this form signed by the person responsible for writing the application and the principle executive of the requesting organization along with all required documentation with your request.

Required Attachments:

- Grant Application Form
- Project plan, budget, and timelines for which funds are requested
- Annual operating budget of requesting organization
- Documentation of tax-exempt status from the IRS verifying eligibility of requesting organization
- Detailed explanation of the purpose of the requested funds
- Explanation as to why the applicant is best suited to provide this project or program
- Names of other community resources or funding, if any, that are serving needs for which funds are requested
- Summary of the number of people served annually by program or project and the anticipated outcome of grant for which funds are requested
- Current year-to-date financial statements and operating budget of requesting organization
- Most recent audited financial statements (or last year's IRS Form 990 filed and the last fiscal year's internal financial statements if audit is not available)
- Detailed budget for project or purpose of use for requested funds
- List of current Officers and Board of Directors for requesting organization
- Detailed analysis of the evaluation method or plan for the program or project for which funds are requested

Applicants may also provide additional information to further explain the agency or its request. This information will be reviewed by the Board of the Directors of the MMK Foundation.

Name: _____ Date: _____

Name: _____ Date: _____

Agency: _____