To submit an application through our online application and reporting system, you will need the following information:

- Name and address of the organization or government entity and contact information for the CEO/Executive Director
- A brief history of the organization, its mission, principal programs and accomplishments
- Concise statements describing the following:
  - Purpose of the request
  - Amount requested
  - Need for the project
  - Specific solutions to be reached
  - Expected contributions to the population served
  - Criteria for measuring the success of the project
- Applicants should be prepared to attach the following:
  - Financials for the most recent three full fiscal years (three 12-month periods). While we prefer audited financial statements, we will accept a profit and loss statement and a balance sheet for each fiscal year instead. We will not accept 990s.
  - An organization budget for the current year, including revenues and expenses.
  - A list of governing body members, such as board of directors.
  - A statement of whether funding has been sought during the preceding three years from other foundations for support of your nonprofit organization overall and, if so, the names of the foundations, year received and the amount received from each.
  - If appropriate, endorsement of outside authorities and copies of regulatory agency approvals.
  - Up to two pictures (photographs, architectural renderings, images from an existing publication, etc.) that portray the specific project or general operations of the organization.
- For program and capital requests, please also be prepared with:
  - Detailed budget of the project, including revenues and expenses.
  - A support for the request document, which includes committed, pledged and pending support for the program or project. Include the names of the foundations, date received and the amount received from each.