The Colorado Health Foundation™

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Application Attachment Checklist

The Foundation's online application process requires that you upload specific attachments with your proposal. You will not be able to submit your proposal if it is missing any of the following required attachments:

- ☐ Line-item budget form
  (This is a required Excel spreadsheet that may be downloaded from our Web site)

- ☐ Budget narrative
  (This includes a brief explanation of each item on the line-item budget form)

- ☐ Board of Directors list
  (Please include organizational affiliation for each member)

- ☐ Brief description of key staff for the project and for the organization
  (Resumes are not required)

- ☐ Antidiscrimination statement adopted by the Board of Directors stating that the organization does not discriminate on the basis of race, color, religion, sex, national origin, citizenship status, age, disability, sexual orientation or veteran status

- ☐ Current annual operating budget
  (Revenues and expenses for your organization's current fiscal year)

- ☐ Organization's most current financial statements
  (Interim income statement and balance sheet through the most recently closed month-end of the current year)

- ☐ Most recently completed audited financial statements

- ☐ If using a fiscal sponsor:
  - Fiscal sponsor's IRS determination letter of 501(c)(3) status
  - Fiscal sponsor's audited financial statements
  - Memorandum of understanding (MOU)
    An MOU, or memorandum of understanding, is an agreement between two or more collaborating organizations that states the roles and responsibilities of each agency for the duration of the project (over a specified length of time) and fees of the fiscal sponsor, if applicable.

Before submitting your application, we suggest that you either obtain electronic versions of the documents or scan them into a PDF document. Full instructions for uploading attachments are included with the online application form.