

AACF LETTER OF INTENT CHECKLIST

Letter of Intent:

General Information complete: _____

Organization Budget: _____

Project Budget: _____

Grant Request: _____

Project Start and End date: _____

Contact information: _____

Attachments Required:

IRS Determination Letter: _____

Board Members Names, Terms & Compensation: _____

Key Staff Members: _____

Annual Report: _____

Organization Brochure: _____

Newsletter: _____

Most Recent FY Balance Sheet with Income: _____