

## THE ROSAMARY FOUNDATION

### *CHECKLIST FOR REQUIRED MATERIALS*

1. Organization budget (current and prior year)
2. Project budget
3. Tax exempt letter from IRS
4. Latest audited financial statement of the organization, or a statement that there is none, giving the reason why
5. Latest IRS Form 990
6. Total government and United Way support received
7. List of Board of Directors, their principal affiliations and board selection criteria
8. One-paragraph resumes of key organization staff including key project/program staff
9. Agency affiliation with federal funds or public agencies
10. Names of other foundations, corporations, and other funding sources to which this proposal has been submitted, amounts requested, and what amounts have been received to date