

GIFT VIII Grants Submission Checklist

Community Leadership Phase 1 Planning Grants: Due by 12 p.m. (ET) on Friday, November 10, 2023.

Proposals must be submitted through the Endowment's website as a single PDF with an Excel copy of the budget.

- Cover Letter (no more than one page)
- Proposal Narrative (no more than five pages, or **eight pages for joint/regional proposals**)
- Budget
- Budget in Excel

Matching Fund Grants: Due by 12 p.m. (ET) on Wednesday, January 31, 2024.

Proposals should be submitted through the Endowment's website as a single PDF along with an Excel copy of the budget and completed Public Support Worksheet.

- Cover Letter (no more than one page)
- Proposal Narrative (no more than five pages)
- Budget
- Budget Narrative (if matching funds are allocated to the CPP and/or ICB options)
- Budget in Excel
- Public Support Worksheet in Excel

Community Leadership Phase 2 Implementation Grants: Due by 12 p.m. (ET) on Tuesday, April 30, 2024.

Concept papers and related materials should be submitted through the Endowment's website as a single PDF along with an Excel copy of the budget.

- Cover Letter (no more than one page)
- Executive Summary (no more than one page)
- Concept Paper Narrative (no more than six or eight pages depending on grant amount, or **12 pages for joint/regional concept papers**)
- Implementation Timeline
- Budget
- Budget Narrative
- Letters of Support (no more than six)
- Budget in Excel

Board Engagement Grants: Due by 12 p.m. (ET) on Thursday, July 31, 2025. The cover letter and board contribution listing should be submitted through the Endowment's website as a single PDF.

- Cover Letter
- Board Contribution Listing