

## Submission Checklists and Deadlines

**Phase 1 Planning Grants: Due by 12 p.m. (ET) on Monday, June 9, 2025.** Application materials should be saved as a single PDF and submitted through the online form on the initiative's webpage.

- ☐ Cover Letter - no more than one page
- ☐ Proposal Narrative - no more than four pages
- ☐ Budget - no more than one page
- ☐ Applicant Information Form
- ☐ Exempt Status and Charity/Foundation Status Information Form
- ☐ Copy of IRS Exempt Status Determination Letter
- ☐ Most Recent Annual Financial Statements

**Phase 2 Non-competitive Capital Project Grants: Due by 12 p.m. (ET) on Monday, September 22, 2025.** Application materials should be saved as a single PDF and submitted through the online form on the initiative's webpage.

- ☐ Cover Letter - no more than one page
- ☐ Proposal Narrative - no more than eight pages
- ☐ Budget - one to two pages
- ☐ Budget Narrative - no more than two pages
- ☐ Applicant Information Form (if not previously provided)
- ☐ Exempt Status and Charity/Foundation Status Information Form (if not previously provided)
- ☐ Copy of IRS Exempt Status Determination Letter (if not previously provided)
- ☐ Most Recent Annual Financial Statements (if not previously provided)
- ☐ Appendices (optional)

**Phase 3 Competitive Large-scale Capital Project Grants: Due by 12 p.m. (ET) on Monday, January 12, 2026.** Application materials should be saved as a single PDF and submitted through the online form on the initiative's webpage.

- ☐ Cover Letter - no more than one page
- ☐ Proposal Narrative - no more than 10 pages
- ☐ Budget - one to two pages
- ☐ Budget Narrative - no more than two pages
- ☐ Applicant Information Form (if not previously provided)
- ☐ Exempt Status and Charity/Foundation Status Information Form (if not previously provided)
- ☐ Copy of IRS Exempt Status Determination Letter (if not previously provided)
- ☐ Most Recent Annual Financial Statements (if not previously provided)
- ☐ Appendices (optional)