Appendix 1 – GIFT IX Grants Submission Checklist

Community Support Grants: **Due by noon (ET) on Thursday, November 6, 2025.** Proposals must be submitted through the **Endowment's website** as a single PDF along with Excel copies of the budget and public support worksheet.

Single PDF:

- ☐ Cover Letter (one page)
- ☐ Proposal Narrative (no more than five pages)
- ☐ Letter of Support from Board of Directors
- ☐ Budget

Separate Excel documents:

- ☐ Budget
- ☐ Public Support Worksheet

Matching Grants: **Due by noon (ET) on Tuesday, June 30, 2026.** Proposals must be submitted through the **Endowment's website** as a single PDF along with Excel copies of the budget and public support worksheet.

Single PDF:

- ☐ Cover Letter (one page)
- ☐ Proposal Narrative (no more than four pages)
- ☐ Budget
- ☐ Budget Narrative (if matching funds are allocated to the CPP option)

Separate Excel documents:

- ☐ Budget
- ☐ Public Support Worksheet