



communityfoundation
of SOUTHEAST KANSAS

CFSEK Resource Library

What do I need to have ready to apply for a grant?

You'll need to upload several documents to your grant application. Having those items prepared and ready will make your application process go much smoother. Some items requested are specific to CFSEK and/or their affiliates, others are standard.

- Documentation of your agency's nonprofit status. Either:
 - IRS 501(c)(3) determination letter (required for 501(c)(3) public charities) or
 - W9 (required for government, religious, and educational organizations)
- Board of Trustees list using [THIS TEMPLATE](#).
 - Upload as an xlsx (excel) document
 - (Other formats could result in your application being considered incomplete)
- Itemized budget using [THIS TEMPLATE](#).
 - This template is required to keep the review process uniform for the evaluators. The increasing volume of applicants and differences in documentation styles necessitate a consistent form across all cycles.
 - (Other formats could result in your application being considered incomplete)
- Using a fiscal sponsor? You'll need:
 - Legal Name
 - EIN
 - IRS 501(c)(3) determination letter
 - Contact person information (Name, agency physical address, email address, and phone number)
 - A signed statement of agreement from them acknowledging their service to your agency as a fiscal sponsor.
- Director/Administrator statement of support (government or educational institutions)
 - Statement that a director, administrator, or board member from your organization is aware that the project is being requested and that they support the request.
- Optional:* Upload quotes or financial documents.
 - Quotes from service providers, contractors, product suppliers, etc.
 - Shopping cart baskets to use as a similar quote.
 - Documentation of previous years' spending on similar requests
- Optional:* Photos related to your request (project photos will be required on follow-up tasks):
 - Photos from previous years' similar project(s).
 - Gallery of requested items or inspiration photos.
 - Photo of space that needs improvement or will be used for project purposes.

Suggestion: Save these items in a CFSEK grant folder on your computer to have on hand and ready to upload.