

LITERACY IS FOR EVERYONE (LIFE) CHECKLIST AND SUMMARY SHEET

Organization Name: _____

Project Title: _____

Your LIFE Grant Application packet must be submitted in the following order:

- LIFE Organizational Information
- Proposal Narrative
- LIFE Proposal Abstract
- LIFE Checklist and Summary Sheet
- Mission statement
- Strategic plan
- Letter of Determination from the Internal Revenue Service
- Listing of the current officers and directors of the organization with contact information
- Current financial statement and organizational budget for the current year.
- Most recent year-end audited financial statement available (must be within last 12 months)
- Project budget, both income and expense

Please answer the following questions:

1. Total Project Cost? _____
2. Amount requested from LIFE grant program? _____
3. Date grant funds needed? _____
4. Will this grant from OCCF help meet a **required match**? _____
5. Is proposal for a new or existing project? _____
6. Number of people to be served by the project? _____
7. Geographic area served by the project? _____
8. Beginning and ending dates of the project? _____
9. Is this project a collaboration or partnership with other agencies? _____
If so, list partner agencies: _____



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