

# CAPACITY BUILDING GRANT CHECKLIST AND SUMMARY SHEET

Organization Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

**Your Capacity Building Grant Application packet must be submitted in the following order:**

- Capacity Building Grant Organizational Information
- Proposal Narrative
- Capacity Building Proposal Abstract
- Capacity 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 Capacity Building? \_\_\_\_\_
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. Beginning and ending dates of the project? \_\_\_\_\_
7. Is this project a collaboration or partnership with other agencies? \_\_\_\_\_

If so, list partner agencies: \_\_\_\_\_

\_\_\_\_\_



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