

# PROPOSAL CHECKLIST

- 1) \_\_\_ Completed 3 Page Application Form
- 2) \_\_\_ Completed Budget Worksheet Page, with specific details accounting for each grant dollar requested.
- 3) \_\_\_ Signed 2 Page Consideration Agreement
- 4) \_\_\_ Completed W9 Form and EIN/TAX ID Number
- 5) \_\_\_ Organization's Financial Statement \*\*
- 6) \_\_\_ List of Officers of the Organization \*\*
- 7) \_\_\_ Organization's By-Laws \*\*
- 8) \_\_\_ Signatures on all Forms where required
- 9) \_\_\_ 501( c )(3) Determination Letter (only needed if you have one)
- 10) \_\_\_ **RANGE RELATED GRANTS!** - 3 or more **Relevant** Letters of Support. See section 6 of the Guidelines
- 11) \_\_\_ Preliminary HQ / Legal Dept. Review (OPTIONAL). Contact NRA Foundation Grants Dept.

\*\* Government agencies/police departments are exempt from this requirement but must be able to supply information if requested.

NUMBER OF COPIES TO SUBMIT. *Keep another copy of everything for your reference.*

\_\_\_ FOUR SETS OF ALL OF THE ABOVE ITEMS ASSEMBLED TOGETHER. LABEL THE FIRST PAGE OF THESE APPLICATION SETS WITH THE WORDS "ORIGINAL SET #1", "ORIGINAL SET #2", "ORIGINAL SET #3" AND "ORIGINAL SET #4".

\_\_\_ ASSEMBLE AND SUBMIT TEN COPIES OF ITEMS # 1, # 2, AND # 10 STAPLED TOGETHER TO CREATE TEN SETS.

\_\_\_ FIVE COPIES OF ITEM # 2, THE BUDGET WORKSHEET INFORMATION. BE SURE YOUR APPLICANT CONTACT INFORMATION IS ON THE TOP OF THIS FORM.

Send your completed package, as described above, with ALL PARTS to your local Friends of NRA Committee Representative, below, so it arrives PRIOR to September 5, 2009.

**Your Local Friends of NRA Committee Contact is:**

(You can find contact info for your local FNRA committee by checking the calendar of FNRA banquets section on the [www.fnranyc.org](http://www.fnranyc.org) website, or contact Jay Rusnock 845-298-7233)