

HealthComp Foundation
Responsive Grant Application 2022
Attachment Checklist

1. Cover Letter

Signed cover letter from both Executive Director AND Board Chair

2. Program/Project Budget

The budget must include all expenses for the program/project and all pending and committed sources of income. A program budget should align with the project time period that you indicated above (see “Project Start and End Date” above). If the request is for a specific component of a program, please include the entire program budget and not just what is requested in the application. Also specify what is requested from this funder. If at this time you do not have a program budget that aligns with the time period you have indicated, do not submit an application. *Document must be one page in length only, in portrait/vertical orientation.*

3. Board-Approved Operating Budget

Please attach board-approved operating budgets showing actual income and expenses for the last complete fiscal year and projected for the current/upcoming fiscal year. If your organization does not yet have an approved operating budget for the current/upcoming fiscal year, please submit a draft.

4. Board of Trustee List

Board of Trustee List (please include organizational affiliations)

5. Audited Financial Statements or IRS Form 990

Most recent audited financial statement, including management letter (or Form 990 tax return, ONLY if the organization is not required to perform an audit). (Note: Financial review statements are not accepted. The documentation needed is either an audit or IRS Form 990.)

6. Collaboration Letter/Letter of Support (optional)

If the proposal involves a partnership with one or more entities, a letter of support from the partner entities should be included.

7. Collaboration Letter/Letter of Support (2) (optional)

Please include any additional letter of support if applicable.