



Common Proposal Errors & Omissions

The Foundation cannot review proposals for funding consideration with the errors or omissions noted below:

OUTSIDE THE GUIDELINES

- Request is operational in nature (*e.g. salaries, rent, utilities, etc.*)
- Organization is based outside the Foundation's designated 10-city service area
- Proposed project/program includes the promotion of a particular religious faith or belief
- Proposed performances, events, meetings, etc. take place outside the Foundation's 10-city service area
- Operating budget or expenses are over \$2 million

MISSING or INCOMPLETE INFORMATION

- Incomplete or Altered Application Form (*e.g. leaving sections blank/unanswered; changing the layout of the form in any way*)
- Letter(s) of Collaboration
 - Letter(s) not on letterhead, signed or dated
 - Letter(s) not included from all collaborators (*e.g. other organization(s), venue(s), program participants*)
- IRS tax-exempt letter
- The requested information from the fiscal agent/parent company
 - Board list with biographical sketch, IRS form 990 and financial statements
- Information on the local chapter, if part of a larger (parent) organization
- Estimate from the supplier/manufacturer of choice for the purchase of equipment, materials or goods, with the product description and price
- Annual Report or Statement of Program Activities for the preceding fiscal year
- Proposal Copies (*e.g. submitting less than 14 total proposals*)

BUDGETS (Agency/Organization & Project/Program Budgets)

- Budget is for the wrong fiscal year or no year is listed on the budget
- Not using the required Project/Program Budget worksheet

To avoid these errors and omissions, the Foundation strongly encourages applicants to pay close attention to the Official Guidelines, Grant Proposal Checklist and FAQ pages.

- Submit a project or program within the stated guidelines
- Submit fourteen (14) complete proposals in accordance with the Guidelines & Checklist.
 - Be sure each proposal has all of the required information, in the stated order
 - Be sure all letters are signed, dated and on letterhead
- Ask questions in advance of proposal submission
- Double and triple-check all 14 proposals before submission