

## Hyams Foundation, Inc.

### Checklist for Applicants Submitting a Proposal

In order to assist applicants in submitting a proposal to the Hyams Foundation, the staff has prepared a checklist below of required items. Please check that all the required items are included in your application to the Foundation. Applicants should be aware that if their proposal is missing any required information, it will not be reviewed or added to a board meeting agenda.

- If a first-time applicant, a copy of Internal Revenue Service's determination letter stating organization is tax-exempt under section 501 (c) (3) and not a private foundation under section 509 (a)
- If a first-time applicant, proof that organization is incorporated as a charitable organization
- If agency received a prior grant from the Foundation, completed report on the Foundation's Grant Report Form and Program Outcome Chart (unless already submitted)
- Proposal narrative (not to exceed 10 pages)
- Program Outcome Chart ("planned" section). Please review the "Sample" Program Outcome Chart.
- Current fiscal year budget showing both income and expenses
- Current fiscal year project budget (if applicable)
- Most recent auditor's report or year-end financial statement\*
- Year-to-date financial statement
- Agency Diversity Data Form
- Board of Directors Form
- Date all materials

If you have any questions about any of the required information listed above, please call or email Susan Perry (617-426-5600 ext. 307) or [sperry@hyamsfoundation.org](mailto:sperry@hyamsfoundation.org).

\* Audit is due within six months of the close of the applicant's fiscal year.