GACF Resource Library: Application Documentation Checklist

Before You Begin

Preparing your documents in advance will make the grant application process much smoother. This checklist covers both GACF-specific requirements and standard nonprofit documentation. Having everything ready before you start your application will save time and help ensure your submission is complete.

Pro Tip: Create a "GACF Grant" folder on your computer to store all these documents for easy access during the application process.

Required Documents

1. Nonprofit Status Documentation
Choose the appropriate document for your organization type:
- For 501(c)(3) Public Charities:
  - IRS 501(c)(3) determination letter
  - A Kansas (or other state) tax-exempt form is not sufficient
- For Government, Religious, and Educational Organizations:
  - W9 form

2. Board of Trustees List
- Must use CFSEK's required template **found on website**
- This standardized format helps evaluators review applications consistently
- Other formats may result in an incomplete application

3. Itemized Budget
- Must use CFSEK's required template **found on website**
- This standardized format helps evaluators review applications consistently
- Other formats may result in an incomplete application

4. Fiscal Sponsor Information (If Applicable)
If you use a fiscal sponsor, you'll need the following:
- Legal name of fiscal sponsor organization
- Employer Identification Number (EIN)
- IRS 501(c)(3) determination letter
- Contact person details:
  - Name
  - Physical address
  - Email address
  - Phone number
- Signed statement of agreement acknowledging their fiscal sponsor services

5. Director/Administrator Support Statement

Required for government and educational institutions:

- Written statement from a director, administrator, or board member
- Must confirm they are aware of the grant request
- Must express support for the project

Optional Supporting Documents

Financial Documentation

These can strengthen your application:

- Quotes from service providers, contractors, or suppliers
- Shopping cart screenshots as pricing references
- Documentation of previous spending on similar projects

Project Photos

While project photos will be required after funding, you may include:

- Photos from previous similar projects
- Images of requested items or inspiration photos
- Photos of spaces needing improvement or project locations

Application Tips

File Management

- Organize all documents in a dedicated folder before starting
- Ensure all files are in the correct formats (.xlsx for templates)
- Name files clearly for easy identification

Quality Control

- Double-check that all required templates are used
- Verify all fiscal sponsor information is complete (if applicable)
- Confirm support statements include all necessary details

Common Mistakes to Avoid

- Using incorrect file formats for required templates
- Not using the provided templates for certain uploads
- Uploading state tax-exempt forms in place of the federal IRS 501(c)3 determination letters
- Not providing enough clarity on the budget form

Questions?

- GACF is an affiliate of the Community Foundation of Southeast Kansas. Please contact CFSEK at **620-231-8897** for any questions about grant processes or requirements through GACF.