

PRODUCT PROMOTION MATCHING GRANT APPLICATION CHECKLIST

Body of the Proposal:

- Name of Organization and Contact Information
- Federal Identification Number and SAP Vendor #
- Partner Information (If applicable)
- Nonprofit Status Statement
- Source and Nature of Organization Matching Funds
- Project Title
- Project Objectives
- Project Need
- Project Description
- Evaluation Process
- Budget
- IRS Form W-9

Appendices:

- Organization Bylaws or Other 501(c)(3) Confirmation
- Certificate of Registration as a PA Nonprofit or Charitable Organization
- Minutes for Lead Organization Showing Project Approval & Funds Commitment
- Letters of Commitment and Minutes for any Partnering Organization(s)
- Bank Statement or Third Party Funds Commitment Letter
- Prior Project(s) Evaluation Results if this is a continuation
- Sample Materials from prior project(s)
- Letters of Commitment from donors
- Documentation of Budget Expenses (copies of cost estimates by vendors)