



Grant Application Checklist

To fill out the Online Grant Request Application you will need the following information and documentation:

1. Applicant's Information

- Name, telephone, and email address
- Organization name and zip code
- Organization tax identification number

2. Project Manager Information

- Name, occupation, address, telephone number, and email address
- Qualifications

3. Organization Information and Background

- Organization name, address, telephone number, and website address
- Organization's mission statement
- Brief overview of the organization and evidence of its impact
- Board of Directors and key staff
- Qualifications of organization's Board of Directors and key staff
- Organization's other major donors and dollar amount of contribution(s)
- Non-discrimination Policy (if available)

4. Grant Request Summary

- Project title, start and end dates
- Program summary
- Description of alignment with GAEDA's mission and funding priority areas: overnight hotel stays, projects and/or programs that enhance the overall quality of life for Alexandria citizen's
- Ethnicity, age, and gender of population served
- Target population served
- Program website (if applicable)
- Request date

5. Project Details

- Narrative of Project/Event
- Provide a brief history of the project
- Describe the current project objectives and how they will be met
- Provide the project timeline

6. Project Budget

- Requested amount
- Total project budget
- Complete Budget Narrative
- Project Budget Worksheet
- List of other sponsors and supporters with dollar amounts
- Total annual organizational operating budget
- Organizational Status (IRS Designation Letter, Articles of Incorporation)
- Organization's 990 or 990-PF federal tax return*
- Organization's current audited financial statement*

Please Note:

An electronic copy of items marked with a * must be submitted online. Organizations that do not file a tax return or do not have audited financials will have the opportunity to state such on the grant application.

You will not be able to submit your request unless all items above are provided.