



## APPLICATION CHECKLIST FOR 2011-12 GRANT

Each application should include the items listed below (in the following order) and be placed in an envelope (no binders, folders, etc.):

- One (1) signed *Application Checklist Form*
- Six (6) stapled copies of the Main Application, which includes:
  - Cover letter on your organization's letterhead
  - Signed *Application Cover Form*
  - Grant Application Narrative (4 page max.)
  - Detailed description of organization's current budget
  - Detailed description of specific program/project budget
  - Names and affiliations of your organization's Board of Directors
  - Please do NOT submit any supplemental materials including written materials (i.e. brochures, news articles, etc.), photos, videos, DVDs or discs. These items will not be taken into consideration.
- One (1) copy of your current IRS Determination Letter verifying 501(c)(3) status.

As a representative for the applying organization, I acknowledge that I have read and understand the rules and guidelines regarding the Sharks Foundation grant process. I understand that in order to be considered, my organization is required to submit the above information in full and that it must be postmarked or hand-delivered by **September 13, 2011**. Failure to do so may result in our application being removed from the review process or in an unfavorable review.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Printed Name)