



CHECKLIST OF REQUIRED ATTACHMENTS TO ALL PROPOSALS

- **IRS Determination Letter**
Most current IRS letter of 501(c)(3) status for the applicant organization or documentation for public/government agencies that the entity is tax exempt
- **Most Recent Form 990 Tax Return**
Provide the most current year available prepared by your tax advisor
- **Current Year Organization or Operating Budget**
Including expenses and revenues
- **Project or Program Budget**
Include projected income and expenses, bids, etc.
- **Proposed Next Year's Organization or Operating Budget**
For fiscal years related to the request, if available
- **Most Recent Financial Statement**
Including balance sheet and income/expense statement (profit & loss)
- **Most Recent Audit**
As prepared by an independent auditor if available
- **Organization Chart**
Include the hierarchy of your governing body as it relates to your overall organizational structure
- **List of Governing Body Members**
Including the occupation and title of each member
- **Partnership/Collaboration Evidence**
Such as letters of commitment, support, etc. if applicable

For additional information, please contact Tracy Selle, Grants Program Officer, at [806-379-9400](tel:806-379-9400) or by email at tracy@bivinsfoundation.org.