



| PROPOSAL COVER SHEET | |
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| Organization Name <i>(as it appears on 501(c)(3) letter or Fiscal Sponsor)</i> : | Date Submitted: |
| Address: | City/State/Zip Code: |
| Organization Phone Number: | Website Address: |
| Contact Name: | Contact Title: |
| Contact Phone Number: | Contact Email Address: |
| Grant Requested: <input type="checkbox"/> Single-year | |
| Grant Type: <input type="checkbox"/> General Operating <input type="checkbox"/> Program/Project | Dollar Amount Requested (per year): |
| Project/Program Title (if applicable): | |
| Total Project Budget (if applicable): | Total Operating Budget: |
| When does your fiscal year begin? (month/date) | |
| Month/Year of last grant awarded: | Last Grant Amount: |
| Name that should appear on check: | |
| Brief summary of the request (required) : | |
| If applicable, list any personnel policies that address gender equity, such as robust parental leave, relationship abuse workplace policies, flex time, or day care: | |

This cover sheet must be attached to the proposal in one combined document. Please email one electronic version of the complete proposal and required attachments (listed below) to support[at]baskinfoundation.org, with attachments separated according to the Proposal Instructions on the website.

- Cover sheet
- Proposal (two to four single-spaced pages – if you are cutting and pasting from a proposal you have submitted to another funder, or if you would like more room, you do not need to adhere to this limit)
- Copy of IRS final determination letter for 501(c)(3) status (must reflect organization’s current name)
- Proposed project budget (if applicable), showing revenue and expenses
- Current operating budget, showing revenue and expenses
- Current financial statements (P&L and Balance Sheet)
- Most recent Form 990
- Brochure or newsletter describing the organization’s activities and/or mission (optional)