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| **Proposal Cover Sheet** |
| Organization Name (*as it appears on 501(c)(3) letter or Fiscal Sponsor*: | Date Submitted: |
| Address: | City/State/Zip Code: |
| Organization Phone Number:  | Website Address: |
| Contact Name: | Contact Title: |
| Contact Phone Number:  | Contact Email Address:  |
| Grant Requested: [ ]  3-year with report contingency  |
| Grant Type: [ ]  General Operating [ ]  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)