



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: <input type="checkbox"/> 3-year with report contingency	
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 <b>(required)</b> :	
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)