|  |  |  |  |
| --- | --- | --- | --- |
| **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:  Single-year | | | |
| Grant Type:  General Operating  Program/Project | | Dollar Amount Requested: | |
| 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 (four to ten 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)