

APPLICATION CHECKLIST

- ❑ We have been invited to submit a proposal by a member of the John Larsen Foundation.
- ❑ We have read the guidelines and know that our grant fits within the guidelines.
- ❑ We are sending one (1) copy of each of the following documents to be received by the due date for the grant period (please number the pages of each section):
 - Cover letter.
 - Minnesota Common Grant Application Form.
 - Attachments to the Minnesota Common Grant Application Form.
 - Last three years of financial statements (see Application Procedure for partial exemption).
 - Signed “Certificate of Non-discrimination.”
- ❑ We have e-mailed an electronic copy of each of the above documents to john@jlfound.org (see application procedure for naming of documents and software requirements).
- ❑ We have indicated in our cover letter the grant application due date for which we are applying.
- ❑ We have identified the date that the evaluation for this grant is due and are committed to completing that evaluation if we receive a grant.