

## Check List for Renewal Application Submission for Astraea Foundation Panel Grants

Organization Name: \_\_\_\_\_ Project Name (if applicable) \_\_\_\_\_

Renewal Application submitted by: \_\_\_ Email \_\_\_ Postal Mail Date of submission: \_\_\_\_\_  
(preferred) (no later than Sept. 28, 2009 EST midnight)

### REQUIRED MATERIALS FOR A COMPLETE RENEWAL APPLICATION

(Submit Renewal Application only after you have confirmed with a X or ✓ that each item below has been included)

- \_\_\_ 1. **Completed Renewal Application Cover Sheet and demographic chart (three page document)**
- \_\_\_ 2. **Renewal Proposal Narrative Statement** (follow detailed instructions)
- \_\_\_ 3. **List of Organizational Leadership**, such as Board of Directors (with a brief description of each)
- \_\_\_ 4. **List of Staff** (indicate whether paid or unpaid, with a brief description of each)
- \_\_\_ 5. **Completed Organization's Financial Form** (Besides the organization's financials listed below, if this is a project request, please include project financials for most recent year and current year. If inquiring organization is a project of a parent organization, most recent year actuals and current year budget must be included for all the years listed as well)
- \_\_\_ **Organization's finalized income/expense statement from the most recent past year** (please indicate start and end dates of your fiscal year). **If you would like to apply for support for a project that was in operation during your most recent past year, you must include financials for the project for that period. Clarify whether project financials are included in the organizational statements**
  - \_\_\_ **Organization's current year working budget** with income and expense details. **If you would like to apply for support for a project, be sure to include a budget for the project if the project is currently active; clarify whether your organizational financials include the financials for the project**
  - \_\_\_ **Organization's projected (estimated) budget**, if you are requesting to fund next year's operation. **If you would like to apply for support for a project, be sure to include a budget for the project (or the request budget if Astraea is proposed as the only source of income); clarify whether your organizational financials include the financials for the project**
- \_\_\_ 6. **A list of FIVE References: Two references must be from members or constituents** (but not leaders) of your organization and **three references must be from others outside your organization who know your organization well** (only one of the three outside references can be from outside your country or region, if you are a regional organization). Please submit the name, affiliation, contact information—including phone number and email and any language needs, as well as information about how this person knows of and can speak about your organization. **We will contact references directly, so you do not need to request letters of support.**
- \_\_\_ 7. If applicable, **any overdue grant reports for any Astraea grant**
- \_\_\_ 8. **Confirmation of charitable/non-governmental status.** Please provide a copy of your charitable/non-governmental organization registration letter, **or** one copy of a letter from your fiscal sponsor – on its letterhead, indicating that it is a nongovernmental organization who has agreed to serve as your fiscal/financial sponsor. The NGO registration letter for your fiscal sponsor's organization should be included. If you are unable to provide either of these, please provide an explanation for why this is the case, and why your organization does meet *in form and spirit* the criteria which are used in determining non-taxable 501(c)(3) status in the United States of America, i.e. organizations operated for charitable or educational purposes.