

## 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) (By Monday, Nov. 1, 2010 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. **Organization's Financial Information Form** (please indicate start and end dates of your fiscal year on any document containing financial data that you submit). 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
  - \_\_\_ **[Last Year] Organization's finalized income/expense statement from the most recently completed past year** (please indicate start and end dates of your fiscal year). If you are applying for a support of a specific project and this project was already in existence in the previous year, please include a project income/expense statement for the previous year in addition to your organizational income/expense statement.
  - \_\_\_ **[Current Year] Organization's current year working budget**, with income and expense details. If you are applying for support of a specific project and this project is currently active, please include a current year project budget in addition to your overall organizational budget.
  - \_\_\_ **[Grant Year] Organization's projected (estimated) budget for the coming year**. Please keep in mind that notifications for this request will go out in March 2011. If you are awarded a grant, the grant period will most likely be April 2011 until March 2012. This is why we are requesting next year's budget. If you are applying for support of a specific project, please be sure to include a coming year budget for the project in addition to your overall organizational budget.
- \_\_\_ 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 colleagues 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 past Astraea grants**
- \_\_\_ 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.