

Self-Certification Checklist for Prospective Grantees

Name of Organization/Agency _____ Executive Director/CEO/President _____ Contact Name _____

Address _____ City _____ State _____ Zip Code _____


Phone _____ Fax _____ Email _____ Website _____

Name of Program/Project _____ Grant Amount Requested _____ Date Submitted _____

The following proposal materials are enclosed:

- | | |
|--|--|
| Cover letter | Project and agency budgets for current and previous fiscal years |
| Proposal narrative | Agency year-to-date financial statements |
| Audited financial statements | A list of current project and agency funders (with amounts) |
| Board of Directors list | Race and gender breakdown of staff and board |
| IRS 501(c)(3) nonprofit designation letter | |

My organization can be included in one of the following areas:

- | | | | |
|---------------------------|---|------------------|----------------------|
| Community Welfare | Culture | Environment | Health |
| Urban & Community Affairs |  Education <i>specify:</i> | External Partner | primary or secondary |

If your organization is not included in one of the above areas, your organization is ineligible for consideration.

At least 50 percent of the people served by my organization reside in Chicago. Yes No

If you answered no, your organization may be ineligible for consideration.

We are seeking a grant for the following type of support:

- | | | | |
|---------|-----------|-----------------|----------------------|
| Capital | Operating | Program/Project | Technical Assistance |
|---------|-----------|-----------------|----------------------|

Other (specify) _____

My organization is more than five years old and is seeking operating funds: Yes No

If you answered yes, your organization may be ineligible for consideration.

In completing this form, I certify that funds are not being sought for the following reasons: Medical research or health agency appeals, propaganda or influencing legislation, conferences, seminars or meetings, fundraising events or advertising, religious appeals, other grantmaking agencies or foundations for distribution to agencies or programs, operating support for neighborhood health centers or clinics, day care centers for children, or small cultural groups, endowments, individuals, profit-making organizations, cost of printed materials, video or computer equipment, elimination of accumulated operating deficit, disease-specific voluntary associations, a theater program other than outreach to disadvantaged populations, centralized parent training, assistance to overall administration of the Board of Education, scholarships, operating needs to local school councils, repairs/improvements to public schools, or degree-granting programs for teachers.

**Please return this form with your proposal to the Field Foundation of Illinois,
200 S. Wacker Drive, Suite 3860, Chicago, Illinois 60606.**