



## **GRANT SUBMISSION CHECKLIST**

- 1) Grant Application Attached**
- 2) Department Head Approval Signature Affixed**
- 3) THREE COMPETITIVE BIDS ATTACHED (In the event you cannot provide three comparable competitive bids for this project or expense, please submit the baseline comparison using the industry standard cost for this item or project. The Foundation reserves the right to grant the request based on the industry standard therefore requiring the organization to provide the additional funding for an item above those industry standards)**
- 4) Annual Budget for the Club/Organization**
- 5) Plan for Fundraising activities/additional sources of funding**