

Lloyd K. Johnson Foundation Grant Proposal Self-Checklist

The following is a checklist of themes/questions you will be asked to respond to as well as documents you will be requested to upload within the online application system.

Cover Letter

Proposal Narrative

I. Organizational Information

- History and mission
- Description of current programs, activities and major accomplishments
- Description of constituency, population and geographical area served
- Number of staff, board and volunteers

II. Project Information

- Indicate the type of request (general operating, capital, program, etc.)
- Provide project history, need to be addressed, activities, goals, objectives and staffing
- Describe plan for current and future support
- Describe relevant project staff qualifications

III. Evaluation

- Indicate clear outcome measures, how success will be determined, evaluative tools utilized, how results will be used, and planned impact

Budget

The following items need to be uploaded into the system in a Word, Excel or PDF format.

- Organizational budget with income and expenses
- Most recent organizational balance sheet
- Project budget (if applicable) with income and expenses
- Capital budget (if applicable) with income and expenses

List of Organizational Funders or Project Funders

Most Recent Audited Financial Statement or IRS Form 990

Copy of Federal IRS Determination Letter indicating 501(c)(3) Status

List of Board of Directors including affiliations

If you run into any technical issues with the online application system, please contact us at 218.726.9000 or rachel@lloydkjohansonfoundation.org.