



The following checklist will help ensure that all required information is included with your proposal. You do not need to include this checklist with your proposal.

### **FORMAT OF PROPOSAL:**

- Please use all provided forms when indicated.
- Print all documents on 8 ½ X 11 paper. Print all paper one-sided; no double sided copies.
- NO staples, binding or folders with rings / brads; no hole punches. Binder or paper clips are accepted.
- Submit only one copy of the entire proposal package.
- Deliver or mail your proposal to the McKenna Foundation at 801 W. San Antonio St, New Braunfels, TX 78130. If mailing, please ensure your proposal will be RECEIVED by 5:00pm on the grant submission due date.

### **CONTENTS OF PROPOSAL: PLEASE SUBMIT IN THIS ORDER:**

- Grant Application (form provided) signed by both the Board Chairman and Executive Director/CEO.  
**If these signatures are omitted, the proposal will be ineligible for funding.**
- List of Board of Directors or Trustees (one page)
- Grant Application Narrative Questions (form provided, follow word limits per question)
- Summary of Proposal (one page)
- Organization Financial Information (form provided)
- Interim/internal Balance Sheet and Profit & Loss Statement for current fiscal year
- Proposal Budget (form provided) with budget narrative
- Proposal Measurement Plan (form provided)
- List of major funding sources and amounts (form provided)
- For organizations with greater than \$500,000 annual cash budget: most recent audited financial statements along with management letter
- For organizations with less than \$500,000 annual cash budget: most recent audited financial statements (if available) or Internal Controls Checklist (form provided)
- Optional: Letters of Support of Memoranda of Understanding (strongly encouraged for collaborative programs/projects)