

## GRANT APPLICATION CHECKLIST

Submit all materials to [makifoundation@gmail.com](mailto:makifoundation@gmail.com).

All grant applications must include the following:

1. Application Form 2024 (1 page)
2. Proposal (4 pages or less, see grant guidelines for details)
3. List of board and key staff members, brief background information for staff only
4. Budget of organization and project, including sources and amounts of support you have obtained vs. requested
5. Federal tax exemption ruling
6. Current financial statement (please no tax returns)

*Please do not include supplemental materials (newsletters, publications, etc.) other than those on the list above.*

A completed grant application package must be submitted by April 26th, 2024. Grant awards are announced by September 30th or sooner. The Maki Foundation has one round of grant giving per year.

**Submission:** All grant application materials should be sent by email to [makifoundation@gmail.com](mailto:makifoundation@gmail.com) by the yearly deadline. You will receive an email confirmation that the application has been received.

Please submit your application as **TWO** PDF files, as follows:

1. The first PDF should contain the application form (1 page) and your narrative. This PDF should be titled with the initials of your organization's name, the word "Narrative," and the application year (example: MF\_Narrative\_2024.pdf)
2. The second PDF should contain all your attachments (all the materials other than the application form and the narrative). This PDF should be titled with the initials of your organization's name, the word "Attachments," and the application year (example: MF\_Attachments\_2024.pdf).

\*Please note that if you need an affordable version of Adobe Acrobat to make the requested PDF files, please register with [Techsoup.org](https://techsoup.org) as they provide eligible non-profits with discounted Adobe software.