LLOYD K. JOHNSON
FOUNDATION

Long-Form Grant Proposal Checklist

What You'll Need: The following is a checklist of questions you will be asked to respond to as well as documents you will be requested to upload within the online application system.

Organizational Information

- Primary Contact Info for Organization (director/leadership)
- Contact Info for Application (if different than above)
- Organization History, Mission, and Goals
- Description of Current Programs, Activities, Strengths, and Accomplishments
- Relationship with other organizations working with similar missions
- Number of Staff, Board Members, and Volunteers
- Date organization was established, Fiscal Year Start/End Dates

Proposal Information

Request Information: ⛶
- Organizational budget & Program/Project Budget (if applicable)
- Request Amount & Project Title
- 2-3 Sentence Summary of Request
- Project Start & End Date
- **Program Area:** Education, Social Welfare, Arts & Culture, Environment, Comm/Economic Development
- Geographical Area Served, Population, Age Group, & Total Number Served
- **Funds requested for**: Project, Program, Capital, General Operating, or Start-Up Support
- Opportunities, Challenges, Issues, Need, & Community Proposal Addresses

Purpose of Grant:
- Overall goal of project, program, or organization (if operating support request)
- How was your focus determined?
- Who was involved in that decision-making?
- Specific Activities & Who will carry out activities
- Benefits to the Community & Impact Expected
- Long-term Funding Strategies for sustaining this effort (if applicable)

Evaluation
- Criteria for Success: Desired Results (immediate and long-term)
- How will success be measured and who will evaluate outcomes?
- What will you do with your evaluation results?

Attachments:
0. Program / Project Budget (if applicable)
1. Organizational Budget
2. Current Balance Sheet & Income Statement (most recent)
3. List of Organizational Funders or Project Funders
4. Most Recent Audited Financial Statement or IRS Form 990
5. List of Board of Directors including affiliations
6. (Optional) Additional Supporting Documents: letters, graphs, etc.