



MAKE MORE HAPPEN Grant Application Checklist

Please use this checklist as a guide and easy reference as you prepare to submit your grant application. Your application can be mailed, emailed or submitted via our website at www.drfoonline.org.

Make sure your three-page letter of inquiry includes:

- Project title
- Project timeline
- Number of community members anticipated being involved in this project
- Geographic area
- A one-page description of the project that includes all of the below:
 - Key goals
 - Intended results
 - Partner organizations
- Total amount requested (up to \$25,000)
- Matching funds and by whom (if any)
- Fiscal agent. (Note: If your organization does not have tax exempt status, a fiscal agent will be required. DRF can assist in this process.)
- Request relates to at least one of DRF's focus areas – Economic Transformation; Education Attainment; Health and Wellness; or Community Engagement
- Primary contact name, phone number and email