



## **Grant Request Instructions Checklist for Applicants**

1. Cover sheet (attached)
2. Certifications sheet (attached)
3. Proposal narrative
4. Financial Statements
  - a. Attach operating income and expense projections in a multi-year format for your organization's immediate past year, current year, and for one or more future fiscal years including one year beyond the last year for which AMF support is requested. Spreadsheet format is preferred.
  - b. Attach most recent audited financial statements. If your organization does not conduct an audit, please submit a copy of your most recent IRS Form 990.
5. Description of your current means of income. If fundraising, please describe in detail number of fundraisers you plan to hold in one calendar year.
6. List of board members and their resumes
7. A copy of
  - (1) your current IRS determination letter indicating tax-exempt 501(c)(3) status and
  - (2) classification(.not a private foundation) status.
8. A description of your current programs or activities, including: accomplishments, current challenges and a complete description of the number of: board members, full-time paid staff, part-time paid staff, full-time equivalent paid staff, and volunteers.
9. Proof that 100% of any grant AMF may offer to you will be disbursed to better serve the needs of our military and their families.

Fax a copy of your request to: Fax (303) 637 7252  
or mail a hard copy request to:  
American Military Family, Inc., P.O. Box 625, Niwot, Colorado 80544

### **For questions, please contact**

American Military Family, Inc. at Phone (303) 746.8195 or send any written requests to  
American Military Family, Inc., P.O. Box 625, Niwot, Colorado 80544  
or email questions to: [moreInfo@AmericanMilitaryFamily.org](mailto:moreInfo@AmericanMilitaryFamily.org)