

**RIVER COUNTIES COMMUNITY FOUNDATION
PROPOSAL SUBMISSION CHECKLIST**

Proposals may be submitted in hard copy or electronically. If submitted in hard copy, please submit **1 original and 1 copy - unstapled and unbound** - of the following documents including this form to serve as the coversheet (no cover letter necessary):

- _____ 1. Organization Summary (Form #1) (signed by both Executive Director/CEO and Board Chair/President)
- _____ 2. Proposal Form (Form #2), with responses to questions 1 – 8
- _____ 3. Organization Budget for the current fiscal year
- _____ 4. Most current Organization Board list (see note below)
- _____ 5. Copy of 501c3 IRS determination letter (see note below)
- _____ 6. Most recent IRS 990 (see note below)
- _____ 7. Most recent financial audit or review, if one is conducted (see note below)

NOTE: If your organization has a current portrait on GiveRichmond.org, you **DO NOT** need to submit items 4 – 7.

If you have questions about your portrait or would like to create a portrait, please contact Michael Jones, GiveRichmond Coordinator, at mjones@tcfichmond.org or 804-330-7400.

Proposals are due on April 2 at 11:00 a.m. – a receipt deadline will be observed.

Proposals should be mailed to:
River Counties Community Foundation
P.O. Box 222
Kilmarnock, VA 22482
804-438-9414

Or hand-deliver to our office at 293 Steamboat Road, Irvington, Virginia

or submitted electronically to:
mmost@tcfichmond.org

**If you have questions regarding proposal submission, please contact
Leah Forst, Grants Management Associate, at:**
lforst@tcfichmond.org
804-330-7400

*River Counties Community Foundation is an affiliate of
The Community Foundation Serving Richmond and Central Virginia*