Project Grant Checklist

Outlined below are the required components by organization type for submitting a complete Project Grant proposal to The Rockefeller Foundation (RF). This should be used as a checklist when developing your proposal:

Project Grant Proposal Materials Checklist
All Organizations

☐ **Pre-Grant Questionnaire**

☐ **Letter of Request Required for ALL proposals:**
An official request from the grantee institution, on their letterhead and signed by an executive or other official and must include the name of the project for which funds are requested, specify the amount being requested from RF, and give the time period during which Foundation funds will be expended.

☐ **Grant (Project) Proposal:**
The grant proposal should provide sufficient detail to enable RF to assess whether the activities proposed will contribute to their Funding Initiative's intended outcomes.

☐ **Project Lead Bio:**
A detailed list of key personnel involved with the execution of the grant project including biographies outlining the skills and expertise of each individual.

☐ **Project Budget:**
The proposed project budget should clearly align with the project proposal and provide detail on how the funds will be used. The project budget should clearly show how RF funding will be spent, as this will be the template which the grantee will be asked to report against.
Note: There are special requirements for Expenditure Responsibility budgets.

☐ **Cybersecurity Questionnaire - if requested by RF.**

☐ **Most recent audited financial statement (or unaudited financial statements if no audit is available) Required:**
- For ALL new grantees
- Every 3 years for existing grantees
- If requested by RF

U.S. 501(c3) Organizations

☐ **Form 990 Required:**
- For ALL new grantees
- Every 3 years for existing grantees
- If requested by RF

☐ **Fiscal Sponsorship Agreement (if appropriate)**

Organizations outside the U.S. without equivalency determination and non-charities

☐ **Incorporation Documents**

☐ **Policy for time tracking**

☐ **Travel and expense reporting policy**