

Agency Profile Checklist

You will need the following information to complete your Agency Profile:

- PDF of your most recent 501(c)3 Determination Letter
- List of current Board Members
- PDF of your operating budget from last year
- Financial Information: Budgeted Revenue and Expenses for the current year, Actual Revenue and Expenses for the previous year
- Tax ID Number (EIN)
- Brief Organizational History
- Mission and Goals
- Short description of the main programs and activities supported by your organization
- The information necessary to complete the following table:



Diversity The Foundation seeks to promote equity for all. Please use this tool to consider how the staff and board of your organization reflect the constituents you serve. This will also help us to better get to know your organization.

For your organization in the following categories, please provide the percentage of individuals from diverse populations (for example: African American, Asian, American Indian, etc.).

	Percentage of Individuals from Diverse Populations	Total number of Individuals
Board	<input type="text"/> * %	<input type="text"/> *
Senior Staff	<input type="text"/> * %	<input type="text"/> *
Support Staff	<input type="text"/> * %	<input type="text"/> *

- If you plan to apply for a grant: Bank account information for electronic grant payment:
 - Bank Name
 - Type of Account: Checking or Savings
 - Routing Number
 - Account Number