



GRANT APPLICATION SUBMISSION CHECKLIST

Application Materials

- 2019 WisTAF Direct Legal Services Grant Application (online form)
- 2019 Grant Application Financial and Miscellaneous Reports (Excel spreadsheet)
 - A. Calendar Year Revenue/Sources of Funds
 - B. Actual Expenses for Calendar Year 2017
 - C. Budgeted Expenses for Calendar Year 2018
 - D. Projected Expenses for Calendar Year 2019
 - E. Current Staff Function (2018)
 - F. Proposed Staff Function (2019)
 - G. 2017 Actual Caseload
 - H. 2019 Projected Caseload
- Officers and directors roster (including name, place of employment, title/position, and indication of any office, role or seat currently held on board)
- Most recent audit or unaudited financial statements if no audit exists
- 2019 projected agency budget (if different from information given in the Projected Expenses or Revenue/Sources of Funds worksheets)
- Strategic plan*
- Copy of federal 501(c)(3) form or letter of approval*
- Current bylaws*

**Required only if you have not received a WisTAF grant within past two years and/or information has changed since last provided to WisTAF.*