

# **\*PROPOSAL CHECKLIST:**

## *The Schwartz Charitable Foundation*

### **Application;**

- *All proposals are required to submit the provided application before the posted deadline. The application **MUST** be signed and dated by the Chief Executive Officer.*

### **IRS 501(c) (3) Certification;**

- *The Schwartz Charitable Foundation supports non-profit organizations only. Each applicant must submit a copy of a 501(c)(3) determination letter or 501(c)(3) affirmation letter provided by the IRS. Note: Copies of your Form 1023/1023-EZ or state issued tax-exemption will not be considered as proof of your nonprofit status.*
- *If you have any questions or need further assistance, please visit the IRS website: <https://www.irs.gov/charities-and-nonprofits> .*

### **Board of Directors;**

- *Applicants must provide a list of the organization's Board of Directors and their contact information.*

### **Financial Information Form;**

- *The Schwartz Charitable Foundation requires all applicants to fill out the Financial Information Form (this can be found in the downloads section on the website).*

### **\*\*Recent Annual Report;**

- *Please provide your most recent annual report.*

### **\*\*Audited Financial Report.**

- *Please include your Independent Auditor's report.*

\*All proposals may be submitted via Mail or by E-mail at [jlombardi@theschwartzfoundation.org](mailto:jlombardi@theschwartzfoundation.org). There is no preference as to how documents may be submitted, however, should any application and supporting documentation contain more than 20 pages we request that you send a hardcopy in the mail in lieu of email submission.

\*\*In addition to the Financial Information Form, a Recent Annual Report or Audited Financial Report **MUST** be submitted.