

## Major Grant Guidelines

- Step 1** Call the Foundation office (732) 341-4676 to discuss your grant proposal.
- Step 2** To start a new application **click here** [http://www.GrantRequest.com/SID\\_372?SA=SNA&FID=35003](http://www.GrantRequest.com/SID_372?SA=SNA&FID=35003)
- OR** To return to an application already in progress **click here** [http://www.GrantRequest.com/SID\\_372](http://www.GrantRequest.com/SID_372)
- Step 3** Follow the directions to sign in. Only if you are signing in for the first time, will you be prompted to create a user account.
- Step 4** When you arrive at the Major Grant Application page you will be prompted for a password. [This password will be provided by the Foundation's Executive Director after discussing your grant proposal.](#)
- Step 5** Enter your nine-digit Tax Identification Number (do not use dashes)
- Step 6** Complete the required fields on the application form. When you are satisfied with your request, hit the "Review and Submit" button. After you have completed a final review, hit "Submit" one final time. You will receive a confirmation message that your application has been submitted. If you don't see this message, your request has not been submitted.

### Step 7 APPLICATION CHECKLIST

You must submit a hardcopy of the following items to the Foundation office by the application deadline. If you previously received a grant, submit only those items indicated by the asterisk (\*). Your application will not be processed until these items are received.

Please note that we will verify your tax-exempt status and charitable registration with the NJ Division of Consumer Affairs each time you apply. You may wish to verify your organization's charitable registration listing by **clicking here**. <[www.njconsumeraffairs.gov/charity/chardir.htm](http://www.njconsumeraffairs.gov/charity/chardir.htm)>

- \* (1) BOUND COPY OF INDEPENDENT AUDITOR'S REPORT AND IRS FORM 990. If your organization is within six months of the close of its prior fiscal year and the reports are being prepared, we will provisionally accept the prior year's submission. Any award would be contingent upon receipt and satisfactory review of the Auditor's Report/IRS Form 990 for the most recent fiscal year.
- \* (2) BOARD OF DIRECTORS LIST. For the current fiscal year including company/community affiliation and contact information for each person.
- (3) CERTIFICATE OF INCORPORATION. This must be a registered copy.
- (4) IRS TAX-EXEMPT DETERMINATION LETTER. Should you need to obtain a copy, call the IRS at 1-877-829-5500. Please be aware that the form we require is *not* a State of New Jersey Form ST-5 exempt organization certificate.
- \* (5) LETTERS OF SUPPORT. Attach only if collaborating with other entities on the program/project.
- \* (6) MOST RECENT FINANCIAL STATEMENT. This must include the organization's year-to-date income and expenditures. We will not accept a bank statement for this requirement.
- \* (7) ORGANIZATION BUDGET. For the current year including projected income and expenses.
- \* (8) PROGRAM/PROJECT BUDGET. Including projected income and expenses specific to the program/project for which funding is requested.
- \* (9) A PHOTO THAT BEST REPRESENTS YOUR ORGANIZATION. If possible, it should focus on the program/project for which funding is requested. Digital photos are preferred and should be emailed to [info@oceanfirstfdn.org](mailto:info@oceanfirstfdn.org) with your organization name in the subject line.

Samples of required documents can be found on our website under **Ideas & Resources**.

If we should have any questions on your request, we will contact you.