



## GRANT APPLICATION CHECK LIST

The Ray Charles Foundation GRANT APPLICATION PACKAGE consists of the following required sections, which must be submitted in the order listed below. This check list is provided to help ensure a complete proposal and continuity in our review process.

**Incomplete applications will not be considered.**

### GRANT APPLICATION PACKAGE

#### Section I: Letter of Inquiry (2 pages)

##### Include -

- a) Brief description of the organization
- b) Population it serves
- c) Brief description of the project for which funding is requested
- d) Total cost of the project for which funding is sought
- e) Amount requested from The Ray Charles Foundation

#### Section II: Grant Application Form PDF

**Use the 1-page online PDF provided**

#### Section III: Attachments

- a) Detailed description of the project/program for which funding is being sought
- b) Proof of IRS 501(c)(3) federal tax-exempt status
- c) Copy of most recent IRS Form 990
- d) Annual Report, if available

Please mail the completed Grant Application Package to:

The Ray Charles Foundation  
Grant Department  
2107 West Washington Boulevard  
Los Angeles, CA 90018