

S. MARK TAPER FOUNDATION

S. MARK TAPER • FOUNDER

JANICE TAPER LAZAROF • PRESIDENT EMERITUS

LOI Uploads Checklist

Please review the list of documents that you will be required to upload as part of your organization's online LOI. All uploads with an asterisk (*) next to the name are required. You may upload more than one document in a single upload field.

✓ Uploads for ALL LOIs (GOS, Program & Capital):

- ☐ * IRS Determination Letter indicating 501 (c)(3) status
- ☐ * State of California Franchise Tax Board Entity Status Letter
- ☐ * List of current Board members, including the business affiliation, title and length of service for each Board member. Please do not include personal addresses.
- ☐ * Board-approved Organizational Budget (including both revenue AND expense) for the current fiscal year
 - If your budget has not been approved by your Board of Directors yet, please upload a draft of your current year budget AND your board approved budget from the last fiscal year. You may upload more than one attachment in this field.
- ☐ * List of Grants Received (see the online application for required template)
- ☐ * Audited Financial Statements for the most recently completed fiscal year
 - If the organization does not have audited financials, please upload **BOTH** of the following internally prepared financial statements covering your most recently completed **full fiscal year**:
 - 1) Income Statement/Statement of Activities; **AND**
 - 2) Balance Sheet/Statement of Financial Position
- ☐ If your organization conducts any work with schools, upload a list of all schools that you work with/in, including the name and school district where the school is located

✓ Additional Uploads for PROGRAM LOIs ONLY:

- ☐ *Program Budget (including both revenue AND expense) for the current fiscal year

✓ Additional Uploads for CAPITAL LOIs ONLY:

- ☐ *Capital project budget (including both revenue AND expense). Please upload as detailed a budget as possible.
- ☐ *Timeline for the capital project (including commencement and completion dates)
- ☐ *List of Board-approved naming opportunities with funding levels, square footage and availability