



Humboldt Sponsors

P. O. Box 444 • Eureka, CA 95502

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2025 GRANT APPLICATION CHECKLIST

Postmark Deadline: Friday, February 7, 2025

Before mailing your grant application packet, please make sure you have done the following:

1. ___ completed and signed **application form**.
 - a. ___ included a **detailed budget** of your proposed project or activity.
 - b. ___ included a **detailed narrative** of your program (including objectives and descriptions).
2. Please check one of the following:
 - ___ provided a **copy of your own 501(c)(3) letter**.
 - ___ included **proof of a tax exemption**, such as a 501(c)(3) letter, or if you are a city/county municipality or a public school, please provide a Form W-9.
(Please note: State ID# letters or Secretary of State filings are not sufficient.)
 - ___ included the **501(c)(3) letter from your umbrella agency**, if appropriate, **AND the letter authorizing you to use it**.
(If your umbrella agency charges an administrative fee, you must indicate a separate funding source to cover those fees, as Humboldt Sponsors' grant monies cannot be used for this type of expense. Please include this information in your grant application.)
3. ___ included a copy of this **application checklist**.
4. ___ included **original application packet of all the above required materials PLUS 10 additional copies (11 total copies: collated and stapled in the order listed above)**.

Please mail all application materials to:

**Humboldt Sponsors Grants Committee
c/o Denise Christen
P.O. Box 730
Loleta, CA 95551**

Application packet must be postmarked no later than 5:00 p.m., Friday, February 7, 2025, to be eligible for consideration. Please feel free to contact me if you have any questions.

Sincerely,

Denise Christen
Grants Chairperson
(707) 499-6650
denisekchristen@gmail.com



We make good things happen for local kids!

