

**THE CARL GELLERT AND CELIA BERTA GELLERT FOUNDATION**  
**2171 Junipero Serra Boulevard, Suite 310**  
**Daly City, CA 94014**  
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**2012 GRANT SUBMISSION CHECKLIST**

**This checklist is provided for your convenience and is not inclusive of the detailed submission requirements provided in our 2012 Application Guidelines and Submission Requirements.**

- 2012 Foundation Grant Request Application with an Original Signature**
  
- 501(c)(3) IRS Tax Exempt Classification and Applicable Supporting Documentation**  
  
If Applicable:
  - DBA (Doing Business As) Documentation from County
  - Organization Name Change Acknowledged by Internal Revenue Service
  - Group Ruling
  
- 509(a)(1) Not a Private Foundation and 170(b)(1)(A) Public Charity Classification**  
  
If Applicable:
  - Form 8734, Support Schedule for Advance Ruling Period as Submitted to IRS
  
- Financial Report**
  - Project Budget
  - Form 990 or Form 990EZ, including Schedules A and B, and Referenced Attachments  
If Applicable:
  - Form 990N Receipt
  - Letter of Exemption from Filing Form 990 or Form 990EZ
  - Audited Financial Statements
  - Year to Date Profit & Loss Statement AND Year to Date Balance Sheet
  
- Full Proposal**

**DEADLINE: Wednesday – August 15, 2012**