

**John & Marcia Goldman Foundation**  
**General Guidelines for Supporting Documents:**

MS Excel or MS Word only; no PDF format  
 Organization name in header of each page  
 No borders, lines, boxes or logos  
 Font: Times New Roman 12 point  
 Size: 8 ½ x 11 inch  
 Margins: .75 top, bottom, left and right

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*Supporting Document SAMPLES from*  
*Proposal Submission Guidelines page*

<b>Project Budget</b>	<input type="checkbox"/> Revenue, broken down by committed and pending <input type="checkbox"/> Expenses, reflecting major line items only <input type="checkbox"/> Project title in heading <input type="checkbox"/> Indicate dates covered, month/year to month/year <input type="checkbox"/> For multi-year requests, each 12-month period listed in separate columns <input type="checkbox"/> One page only
<b>Organization Budget</b>	<input type="checkbox"/> Current 12-month operating budget <input type="checkbox"/> Revenue and expenses, reflecting major line items only <input type="checkbox"/> Indicate dates of fiscal year covered, month/year to month/year <input type="checkbox"/> One page only
<b>Funding History</b>	<input type="checkbox"/> Grants, committed and paid (no pending) <input type="checkbox"/> Sorted and alphabetized within major categories: foundations, corporations, government, and donors <input type="checkbox"/> Past two complete years plus current year to-date <input type="checkbox"/> One page only <input type="checkbox"/> If necessary, list only grants above a threshold, indicating as such (e.g., grants \$10,000 and above)
<b>Board of Directors</b>	<input type="checkbox"/> Current Board members listed in alphabetical order <input type="checkbox"/> Include primary professional affiliation and city of residence <input type="checkbox"/> Indicate officers with titles <input type="checkbox"/> One page preferred