**SUMMIT ENDOWMENT**

**2021 APPLICATION CHECKLIST – LETTER OF INTENT**

**APPLICATION REQUIREMENTS**

Complete and submit the following documents via email to [aspottswood2@wellspan.org](mailto:aspottswood2@wellspan.org) using the formats provided:

❒ Cover Sheet

❒ Letter of Intent Narrative

❒ Budget Narrative Form

❒ Budget Worksheet

❒ Most recent IRS Form 990

❒ 501(c)(3) tax determination letter from the Internal Revenue Service, if not

previously submitted

**Completed applications must be submitted electronically to the Summit Endowment Office no later than 4:00 p.m. on December 11, 2020.**

**FOR QUESTIONS OR MORE INFORMATION, PLEASE CONTACT:**

Ann Spottswood

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