

APPLICATION CHECKLIST

This document should serve as a guide for the submittal of the required documents.*

Check off those items that are being enclosed with the application.

<input type="checkbox"/> Cover Page
<input type="checkbox"/> Application Checklist (complete this checklist)
<input type="checkbox"/> Disclosure Statement, <i>signed in blue ink</i>
<input type="checkbox"/> Project Narrative (6 page maximum, typewritten format, 1 inch spaced on all sides)
<input type="checkbox"/> Budget Request Form
<p>FINANCIAL STATEMENTS (as listed below):</p> <p><input type="checkbox"/> Financial Statements reviewed by a Certified Public Accountant (CPA) (Independent Financial Audit), most recent copy.</p> <p>Submit only 1 copy of Audit with original Mini-Grant Application, no additional copies required.</p> <p style="text-align: center;">----- OR -----</p> <p>If your agency does not have a Financial Audit performed by a Certified Public Accountant, you must submit</p> <p style="text-align: center;"><u>Prior Year Financial Statements</u></p> <p>Non-Profit Agencies:</p> <p><input type="checkbox"/> Statement of Activities (a self-generated list of your past year's revenue and expenses)</p> <p><u>And</u></p> <p><input type="checkbox"/> IRS Form 990</p>
<p>LEGAL DOCUMENT (as listed below)</p> <p><input type="checkbox"/> Non-Profit Organization: Copy of 501(c)(3) IRS Determination Letter, or other documentation that supports your non-profit status.</p>
<input type="checkbox"/> One (1) original plus ten (10) copies of all application documents (stapled). 1 audit copy only.

* Any additional documents not identified on this checklist may not be considered and/or may be discarded.