

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
FINANCIAL STATEMENTS (as listed below): <input type="checkbox"/> Financial Statements reviewed by a Certified Public Accountant (CPA) (Independent Financial Audit), most recent copy. Submit only 1 copy of Audit with original Mini-Grant Application, no additional copies required. ----- OR ----- If your agency does not have a Financial Audit performed by a Certified Public Accountant, you must submit <u>Prior Year Financial Statements</u> Non-Profit Agencies: <input type="checkbox"/> Statement of Activities (a self-generated list of your past year's revenue and expenses) <u>And</u> <input type="checkbox"/> IRS Form 990
LEGAL DOCUMENT (as listed below) <input type="checkbox"/> Non-Profit Organization: Copy of 501(c)(3) IRS Determination Letter, or other documentation that supports your non-profit status.
<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.