

NAME OF ORGANIZATION: _____

CHECKLIST

All tabs must be identified by TAB ID, separated by dividers, and attached to Funding Form

<u>TAB ID</u>	<u>ITEMS</u>
<input type="checkbox"/> REQUEST	Insert all Request for Funding Forms.
<input type="checkbox"/> SUM	Attach a brief, no more than one page, summary describing your request.
<input type="checkbox"/> IRS LTR	Attach legible copy of IRS Letter proving tax-exempt status under 501(c)(3).
<input type="checkbox"/> FORM 990	Attach Form 990 or 990EZ, if required to file, or state why not required to file.
<input type="checkbox"/> FIN	Financial statements, most recent budgets, balance sheets, audits, records prepared by outside accountants (see note below).
<input type="checkbox"/> ENDOW	Endowment funds (Explain)
<input type="checkbox"/> MGT	List of organizational officers and directors, i.e. management teams.
<input type="checkbox"/> FUNDS	Identify and list all government agency funding and funds received or currently applied for from all other sources
<input type="checkbox"/> PAST	Provide copies of invoices/cancelled checks covering most recent funds received, and expended on projects. Explain unspent funds.
<input type="checkbox"/> DOC	Documentation, budget, estimates related to the request (i.e. two bids or two proposals). If your organization is submitting more than one request, include each request under a separate tab (i.e. DOC-A, DOC-B).
<input type="checkbox"/> NORP	A completed and signed Notice of Responsible Person Form. Required only for unincorporated associations. If your organization is not an unincorporated association this tab may be omitted.
<input type="checkbox"/> W-9	Enclose a completed IRS W-9 and Washington Co. Vendor form (Included in your application packet).

Important Note:

Failure to attach all required information listed above (i.e. 501(c)(3), current financial data, etc.) to the *Request for Funding* form may result in disqualification of the funding application.