Community Organization Fund FY 2025
Submittal Check List

A complete application submittal consists of six paper hard copies AND one electronic copy containing:
1) Application
2) Budget Narrative Spreadsheet, and
3) All attachments

All pages should be printed on <u>one side only</u>. DO NOT USE DIVIDERS OR PLACE IN BINDING. Simply fasten with a binder clip or rubber bands.

Application Submittal

The application should contain each of the following items in this order. Please use a separate application/budget for each program, but only one copy of the attachments.

- □ Cover page
- □ Statement of Need (one page maximum)
- □ Past Performance (one page maximum)
- □ Organizational Capacity and Staffing Plan (two page maximum)
- □ Program Plan (four page maximum)
- □ Collaborating Partnerships and Coordination of Services (one page maximum)
- □ Signature of Authorized Official
- □ Budget Narrative Spreadsheet (Excel spread sheet) **Use the FY25 Budget spreadsheet only!!**

Attachments: (only one set even if submitting multiple requests)
- □ Copy of your IRS 501c3 determination letter
- □ Most recent Audit or Financial Statement
- □ Copy of most recent IRS Form 990
- □ W-9 & Vendor Remittance Form (only if your organization has not previously received County funds **or** has a change in address.)

Grant Report Submittal

In order to be considered for funding, you are also required to submit an electronic copy of your Grant Report for the most recent year that funding was awarded**.** A separate Grant Report is required for each program that was awarded funding. This requirement is for previously funded organizations and programs only. If you have never received an award from the Community Organization Fund, this requirement does not apply to you.

*Please remove unused pages
*Do not use tab dividers
*Hard copies should be one-sided
*Do not use any type of binder. Use staples, binder clips, or rubber bands to secure your application.