**Washington County FY23 Surplus Funding Nonprofit Assistance**
**Application Submittal Check List**

**The application submittal consists of the following**:
- One paper hard copy containing application, budget narrative spreadsheet, and all attachments. The application 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.

_____Cover page
_____Statement of Need
_____Organization Capacity and Staffing Plan
_____Program/Project Plan
_____Collaborating, Partnerships and Coordination of Services
_____Sustainability/Continuity Plan
_____Signature of Authorized Official
_____Budget Narrative Spreadsheet (Excel spreadsheet) **Use the provided 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)
_____Any relevant supporting documentation such as cost estimates, quotes, etc. (if applicable)

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

Applications due no later than December 20, 2022, at 3:00 pm.