

Community Organization Fund FY 2021 Submittal Check List

The application submittal consists of the following:

Tab Divider - Heading (“Program Name”)

Application Submittal (for each program)

- _____ Cover page, Certification, and Signature
- _____ 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)
- _____ Budget Spreadsheet (Excel spread sheet) **Use the new**

FY21 Budget spreadsheet only!!

Tab Divider - (“Program Name”)

Complete submittal as above for a second application, if applicable.

Attachments:

Tab Divider- _____ Copy of 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 funding this attachment and tab may be omitted.

Tab Divider - _____ Audit or Financial Statement

Tab Divider - _____ Copy of IRS Form 990

Tab Divider - _____ W-9 & Vendor Remittance Form

Electronic submission – send .pdf application and budget spreadsheet electronically via email to slapole@washco-md.net and copying sbuchanan@washco-md.net . Attachments are not required in electronic submission.

**Separate each program submittal with tab dividers, labeled A, B, etc.*

**Put each attachment under a labeled tab divider*

Submit **one original and **five copies**, each in a bound presentation folder with a label on the front with your organizations name and contact information*

**Please remove unused pages*