

ST. JOSEPH'S COMMUNITY HEALTH FOUNDATION CHECK-OFF LIST

Please use this checklist to ensure that you have provided the supportive materials required for the grants review committee and board to effectively process your grant request. If you cannot provide these documents, attach a written explanation for their unavailability.

_____ A photocopy of the Internal Revenue Service letter determining the applicant organization to be a non-profit, tax exempt organization under IRS Code 501(c)(3) or a letter stating the organization is governmental (federal, state, county or town). Not acceptable are the following: the Secretary of State's certificate as a non-profit corporation, the employer's tax identification number, the organization's tax-exempt number or the application to the IRS for 501(c)(3) status.

_____ A statement or letter indicating that the grant request is endorsed by the governing board. This could be an excerpt from the minutes of an official meeting or a letter from a senior officer of the organization quoting the action taken.

_____ A list of the applicant's governing board members, their titles, company names, addresses, and phone numbers.

_____ A current fiscal year or calendar year organizational budget. This is the overall budget for the organization and should not be confused with the project budget.

_____ A complete budget for the project including an indication of the time period in which funds are to be spent. If the grant request is for a specific program or item within a total project budget, this should be indicated on the application, but the total project budget is still needed in support of the request for funds.

_____ The organization's financial statement for the previous year.

_____ Application must be signed by an officer of your organization. Unsigned application forms will be returned.

Submit your application and documents listed on this list with seven additional packets for committee review. Packets should be duplexed (copied on both side of paper), and collated for committee review. Do not include paper clips.

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