

## CHECKLIST (CK)

Use this checklist to prepare enough copies and collate them in the order below. **Make one complete original application**, then **collate copies** with the pages in the listed order. For explanations and clarifications, refer to the Section noted.

**Orig** = submit a copy of the original form or legal copy (for example, a copy of the VDACS letter)

+10 collated copies with attachments for Committee members

Initial	Item	Sectio	Ori	+1
	<b>Narrative Section</b>			
	Organization and Program Information	A	◆	◆
	Organization Financial Information	B	◆	◆
	Funding Request	C	◆	◆
	Partner Agency Certification		◆	◆
	<b>Attachments</b>			
	List of agency board members, place of residence, position on board - <b>Attachment A</b>		◆	◆
	Agency IRS Determination Letter - <b>Attachment B</b>		◆	
			◆	◆
	Copy of VDACS letter ( <i>If pending, copy of completed application to VDACS</i> ) - <b>Attachment C</b>		◆	
	Most recent fiscal year Profit/Loss Statement <b>Attachment D</b>		◆	◆
	<i>Most current budget-</i> <b>Attachment E</b>		◆	◆
	Agency's Audited Financial Statement		◆	
	Most recent 990 Information- <b>Attachment G</b>		◆	

	<i>If Administrative and Fundraising Percentage is 25% or more, attach a detailed justification of these expenses and a plan to reduce expenses - <b>Attachment H</b></i>		◆	

**Federal Tax Form 990:**

*Agencies may choose to file the equivalent of Form 990EZ. Agencies who provide their national office Form 990 **must** also provide a separate Form 990 that shows **only** its local operations.*