

Document Checklist:

Begin by collecting the documents you need in order to complete the Application

IRS Determination Letter

Articles of Incorporation

By-Laws

Conflict of Interest Policy

Measurable Program Effectiveness Policy

Roster of Current Board Members

Board Meeting Attendance (past fiscal year)

Informational Brochures (non-fundraising)

Financial Statements (audit, CPA-Review, or internally-produced from past fiscal year)

IRS Form 990 (or 990 EZ)

Budget (current fiscal year)

Sample Fundraising Appeals (past year)

Annual Report