REQUIREMENTS FOR PUBLIC SECTOR ORGANIZATIONS CHECKLIST

I. DOCUMENTATION

A. FISCAL OFFICER

Name

Telephone #

B. ORGANIZATION

Federal I.D. #

Corporation Type
Profit  □  Non-Profit  □  Other  □

U.S. IRS Code Section 501 (c) (3) Exemption
Yes  □  No  □

☐ Attach a copy of IRS letter granting tax exempt status under 501 (c) (3)

☐ Is Agency a Registered Charity?
Yes  □  No  □

☐ Attach a copy of Charities Registration Form

☐ Attach a copy of Certificate of Incorporation

☐ Attach a copy of Current List of Board Members

☐ Attach a copy of a Hierarchical Organization Chart

☐ Attach a copy of a Resolution that authorizes the submission of application

II. BACKGROUND INFORMATION

A. MISSION OF THE AGENCY

B. HISTORY OF THE AGENCY