



## CARES Nonprofit Support Program Application Checklist

Only complete applications will be considered for funding. Please ensure your application includes all required components prior to submission.

	Requirement	Acceptable Documents
<input type="checkbox"/>	Complete the written application for assistance	<ul style="list-style-type: none"> <li>Completed, signed application</li> <li>Email complete application and all attachments to <a href="mailto:OCnonprofit@co.ocean.nj.us">OCnonprofit@co.ocean.nj.us</a></li> </ul>
<input type="checkbox"/>	Provide proof of non-profit status	<ul style="list-style-type: none"> <li>IRS Determination Letter, or</li> <li>Certificate of Exemption, or</li> <li>IRS pending application notice AND documentation of a suitable fiscal sponsor</li> </ul>
<input type="checkbox"/>	Provide Form 990	<ul style="list-style-type: none"> <li>The most recently completed two years of Form 990, including all pages of the documents</li> <li><i>Alternate for religious organizations not required to submit 990s: Audited financials for the last two years. If not available, the organizational budgets for 2019 and 2020 certified by the Board Treasurer as true, complete, and accurate</i></li> </ul>
<input type="checkbox"/>	Demonstrate the organization provides COVID-19 relief services to Ocean County residents and/or workers	<ul style="list-style-type: none"> <li>Your application should clearly reflect the COVID-19 relief services you are providing to local residents, and</li> <li>The organization's mission statement should align with the services you are providing</li> </ul>
<input type="checkbox"/>	Documentation of eligible costs and proof of payment	<ul style="list-style-type: none"> <li>Copies of receipts, payroll reports, or other reasonable documentation of costs that detail all expenses included in the application, and</li> <li>Proof of payment for all requested amounts (e.g. check copies or paid invoices)</li> </ul>

If an application is approved for funding and upon request, the non-profit organization will need to provide all necessary information before funds are disbursed including, but is not limited to:

1. Signed Grant Agreement
2. W-9 Certification
3. Completed Payment Information Form including:
  - a. Organization's Legal Name
  - b. Alias/DBA Name (if applicable)
  - c. Tax Organization Type or Classification Type
  - d. Taxpayer Identification Number (TIN or EIN)
  - e. Legal Address information
  - f. Designated account holder information (Contact Name, Address, Phone Number and Email Address)
4. Business Registration Certificate (optional)