

**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**