

## Nonprofit Grant Application's Submittal Checklist for FY 2011-12:

Please go through each item on this checklist and put an "x" in the box to show what is being submitted. Fill in the other blank fields and be sure it meets the listed requirements. Include comment(s) if you're unable to submit requested documentation or to explain special circumstances, financial cycle, etc. Sign and date the bottom and return this checklist along with your application.

☐ Application (Original and **Two** (2) additional copies).

Comments:

☐ Signed.

***Supporting Documentation:*** *[One (1) copy of each of the following required documents]*

☐ Annual Financial Statements (Name, title, address, and signature of preparer appears on statement).

Comments:

☐ Past 2 years

1) For Period:

2) For Period:

☐ Prepared/signed by qualified accountant and approved/signed by Executive Director

OR

☐ Prepared/signed by CPA.

☐ Current Audited Financial Statements (by an independent CPA within the past 3 years).

OR ☐ Current Compiled or Reviewed Financial Statements (by a HI licensed CPA or PA) within past 3 years.

Comments:

For Period:

If you're unable to meet this requirement, a waiver may be granted if: ('x' one)

☐ Organization's Budget is under \$25,000; or ☐ Organization's date of incorporation is after 07/01/07; or ☐ Audit is currently being done, (attach a letter from your CPA confirming this).

☐ IRS Form 990 (most current document for fiscal/calendar year).

Comments:

For Period:

☐ IRS letter verifying agency's tax-exempt status (IRS 501c3).

Comments:

Dated:

☐ General Liability Insurance Certificate (Current & valid; and including the County of Hawai'i as additional insured.) Note: If you're not a current grant recipient, wait until the County confirms grant award before submitting Certificate.

Comments:

Expiration Date:

☐ General Liability of \$1 million and \$50,000 for each occurrence.

☐ Articles of Incorporation.

Comments:

☐ Signed.

Dated:

☐ By-laws.

Comments:

☐ Signed:

Dated:

☐ Document Page(s) containing nepotism & conflict of interest clauses. (Check off below, if clauses are in your by-laws; otherwise, please specify below where it is contained and provide a copy of the **page** on which the clause appears on it [i.e. handbook]).

Nepotism clause contained in ☐ By-laws.

☐ Other document; specify

Conflict of Interest clause contained in ☐ By-laws.

☐ Other document; specify

Comments:

**Submitted by:** \_\_\_\_\_  
( Program Director's Signature )

**Date:** \_\_\_\_\_