

APPLICATION CHECKLIST

Please submit one original and two copies of application (one-sided only). Please do not bind the application or insert pages larger than 8 ½ x 11 inches in your packet. All application documents are also located at: www.myclearwater.com. All items below must be present for the application to be considered substantially complete.

- Section A: Application (Agency) Information
- Section B: Minimum Program Requirements
- Section C: Program/Project Activity
- Section D: Performance Measures
- Section E: Program Implementation
- Section F: Budget and Detailed Budget Narrative
- Section G: Other Program Requirements
- Overall Agency Budget
- Overall Program Project Budget
- Program Budget(s) Expenditure Detail
- Budget Narrative Sheet
- Three bids (*Public Facilities Improvement Projects only*)
- Evidence of Site Control (*Public Facilities or Housing Development/Rehab Projects Only*)
- Current List of Board of Directors including name, title, area of expertise and contact information for all members. Identify each Board Member's area of expertise or contribution to the organization. Specify any Board members who are involved in securing funding for the project.
- Board resolution authorizing submission of application
- Most recent Financial Audit, or, if none, submit year-end financial statement
- Most recent IRS 990 and Franchise Tax Board 199 reports
- Agency Organizational Chart
- Resumes and job descriptions for all staff for which you are requesting funding, including the resume of the person assigned to maintain the sponsor's financial records
- Articles of Incorporation and By-Laws
- Letters from Internal Revenue Service and Franchise Tax Board establishing sponsor's tax-exempt status