



AnnaMarie Deskiewicz

Non-Profit Agency Checklist

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The non-profit agency checklist is essential for all non-profits seeking funding. If you are a government agency applying for funding, please select "Not Applicable" from the drop-down menu.

If you have applied for a grant within the past calendar year and have attached all required documents, select "Yes" from the drop-down menu and provide the grant number in section 1.1.

If your application is outside the one-year period, you **MUST** attach all required documents. Please note that PCCD requires a copy of the most recent and active **Dishonesty Insurance Policy** that covers either 30% of the funds requested or 10% of the organization's total budget, whichever amount is greater.

The Form 990 is only required if you have **NOT** received funding from PCCD in the last five years.

If you are a religious organization applying for grant funds, you are **NOT** required to submit a Form 990.

NON-PROFIT AGENCY CHECKLIST

Section Point Value: 0
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Last Update Date:

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The following items must be attached in Egrants in conjunction with the submission of an application for direct funding of non-profit agencies (refer to PCCD's Applicant's Manual page 13). This information does not have to be submitted to PCCD for governmental applicants proposing to pass through some or all of the funds to a non-profit agency.

- *A copy of the most recent audited financial report, which must not be more than one year old; or a letter stating that the most recent report is on file with PCCD;
- *A copy of the most recently submitted Form 990, Return of Organization Exempt from Income Tax (This requirement is applicable only if the applicant organization has not received funding from PCCD in the last five years);
- *A list of the members of the Board of Directors, stating each member's board position, profession or employment, community activity and other pertinent information;
- *A copy of the articles of incorporation;
- *A copy of the by-laws of the organization, clearly defining the line of authority and responsibility moving between the Board and staff, outlining the hiring practices of the organization, and demonstrating the management and controls maintained by the Board, or for continuation subgrants a letter from the Board Secretary certifying that the by-laws previously submitted are still in effect
- *Internal Revenue Service determination of the tax-exempt status of the organization;
- *A copy of the minutes of the three Board meetings immediately preceding the date of the submission of the subgrant application;
- *Evidence that the Project Director, Financial Officer and Board Officers and any employee that is responsible for the receipt and expenditure of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater.

1. Has the above information been submitted to PCCD within the last year? (Governmental applicants should respond "Not Applicable.")



1.1. If the above information has been submitted to PCCD within the last year, please indicate the grant number that the information is on file with. Otherwise, attach all required information to this Egrants section. If you need to mail some or all of the information, indicate the date that the information was or will be mailed to PCCD.

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