



APPLICATION PACKET CHECKLIST

***In addition to the narrative portion, please make sure the following REQUIRED documents are included in the proposal packet you are submitting.
For missing items, please provide an explanation.***

NAME OF ORGANIZATION _____

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| 1. Annual Operating Budget (Current fiscal year budget, including revenues and expenses) Y <input type="checkbox"/> N <input type="checkbox"/> Explain: |
| 2. Detailed Budget (Detailed budget for the amount requested) Y <input type="checkbox"/> N <input type="checkbox"/> Explain: |
| 3. Financial Statement (Most recent completed fiscal year statement, including revenues & expenses) Y <input type="checkbox"/> N <input type="checkbox"/> Explain: |
| 4. Form 990 (Tax return form for non-profit organization with more than \$25,000 in income) Y <input type="checkbox"/> N <input type="checkbox"/> Explain: |
| 5. IRS Tax Exemption Letter – 501(c)(3) (Tax exemption letter from the IRS) Y <input type="checkbox"/> N <input type="checkbox"/> Explain: |
| 6. CA Franchise Tax Board Exemption Letter (Tax exemption letter from State of CA) Y <input type="checkbox"/> N <input type="checkbox"/> Explain: |
| 7. List of Board of Directors (Board of Directors for current year) Y <input type="checkbox"/> N <input type="checkbox"/> Explain: |
| 8. Certificate of Insurance Y <input type="checkbox"/> N <input type="checkbox"/> <p style="text-align: center;">PLEASE NOTE</p> <p style="text-align: center;"><i>If your organization is awarded a grant, you will be required to provide a certificate of insurance naming the LA84 Foundation as an additional insured.</i></p> |

Signature

Date

Printed Name

Title