We recommend that you complete the following checklist Items Needed to Move Forward:

|  |  |
| --- | --- |
| **Completed** | **Activity** |
|  | List of Key Contacts (Name, E-mail, contact/cell phone #s) |
|  | Agency Audited Financial Statements (Past 2 Years) |
|  | Agency Bank, Account # and Routing # |
|  | Copy of Voided Check |
|  | W-9 (October 2018 Version) |
|  | Most Recent 990 |
|  | Current Operating Budget |
| **SPECIFIC INFORMATION ON SELECT PROGRAM(S) WARRANTING OF FUNDING** |
|  | History in serving low-moderate or income persons, underserved populations, or underserved areas |
|  | History serving all ethnic groups; reducing risk, maximum benefits |
| **CORPORATION OR AGENCY CAPABILITIES** |
|  | Applicant Capability – Statistics: |
|  | Fiscal staff: |
|  | Show demonstrated growth over last year’s services (or provide factors prohibiting growth) |
|  | Capability of providing a cash match to Grant Awards or Investment (i.e. Cash Reserves) |
|  | Organizational or Corporate Chart |
|  | Resume/Bios of Staff or Key Partners: |
|  | Fiscal Officer |
|  | CORPORATE EIN OR C NUMBER |
|  | DUNS # If seeking federal grant support, you will need this |
|  | Grants.gov log in information (If one is needed, so state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  | LETTERS OF SUPPORT OR REFERENCES (Federal, State, Local) |
|  | LIABILITY INSURANCE (If one is needed, so state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  | PREVIOUSLY IDENTIFIED STATISTICAL DATA RELATIVE TO PROPOSED FUNDING THAT ELEVATES THE NEED FOR YOUR SERVICE, PRODUCT, |
|  | OR TECHNOLOGY |
|  | Payee Data Record-STD 204 – Download this form at [www.business.ca.gov/CalCRG](https://www.business.ca.gov/CalCRG) |
|  | Most recently filed IRS Form 990, Exempt Organization Tax Return Information. |
|  | California Secretary of State Status – Submit a screenshot of the organization’s status at [https://businesssearch.sos.ca.gov](https://businesssearch.sos.ca.gov/). |
|  | FTB Status – Submit the organization’s Entity Status Letter generated at <https://www.ftb.ca.gov/help/business/entity-status-letter.asp>. |
|  | IRS Status – Submit a screenshot of the organization’s Deductibility Code status at <https://apps.irs.gov/app/eos>. 14 |
|  | California Attorney General’s Registry of Charitable Trusts Status – Submit a screenshot of the organization’s status at |
|  | <http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>. |
|  | Tax ID Letter from IRS |
|  | Last Year Financial Statement |
|  | Articles of Incorporation |