

APPLICANT CHECKLIST

Please refer to Applicant Instructions for more detailed information on these requirements.

One (1) original (marked as such and including an original signature executed in ink, preferably in blue ink), and four (4) copies of all of the required documents noted below:

- Application Form, **signed and dated**.
- List of the organization's Board of Directors or leadership.
- Detailed written description.
- Detailed budget.
- Budget narrative.
- Listing of HTA and/or County Funding, identifying program under which funding was received for years 2009, 2008, and 2007, if applicable.

One (1) copy only of all of the required documents noted below:

- Abstract Form.
- Documentation of organization's legal name and address.
- Certificate of Incorporation. Government entities are exempt from this requirement.
- Organization's Certificate of Good Standing (DCCA and DLIR). Applicants requesting less than \$25,000 and government entities are exempt from this requirement.
- Financial statement, certified by an officer. Government entities are exempt from this requirement.
- Tax clearance certificate. Applicants requesting less than \$25,000 and government entities are exempt from this requirement.
- By-laws, corporate resolution or other documentation to verify the person(s) authorized to sign legal documents on behalf of the organization.