**ORGANIZATIONAL BUDGET**

🞏 Is the most current organizational budget attached as a **separate** attachment?

🞏 Is the file name saved as “Organizational Budget”?

**FINANCIAL STATEMENT (MOST RECENT SHOWING REVENUE AND EXPENSES)**

🞏 Is the most current financial statement attached as a **separate** attachment? ***Please do not submit audit report or Form 990.***

🞏 Is the attached Financial Statement within at least 3 prior months of grant submission due date?

🞏 Is the file name saved as “Financial Statement”?

**IRS TAX-EXEMPT STATUS**

🞏 Is the federal tax-exempt status letter attached as a **separate** attachment?

🞏 Is the file name saved as “IRS Tax-Exempt Status”?

**NON-DISCRIMINATION STATEMENT**

🞏 Is the non-discrimination statement attached as a **separate** attachment?

🞏 Is the file name saved as “Non-Discrimination Statement”?

**ANNUAL REPORT, if applicable**

🞏 Is the annual report attached as a **separate** attachment?

🞏 Is the file name saved as “Annual Report”?

**BOARD OF DIRECTORS**

🞏 Is the current list of Board of Directors attached as a **separate** attachment?

🞏 Is the file name saved as “Board of Directors”?

**GWC GRANT APPLICATION FORM**

🞏 Is the application saved in the correct format? Please **do not** print/scan. See instructions[**here**](https://www.greenwoodcf.org/wp-content/uploads/2021/03/GWC-2021-Grant-Application-Instructions.pdf).

🞏 Has the application been proofread for spelling and grammatical errors? Are all the questions answered?

🞏 Is the application signed and dated?

🞏 Are the GWC Grant Application Form and required documents attached to **one** email?

🞏 Is the file name for the attached application form saved as “GWC Grant Application”?

**VERIFICATION CHECKLIST**

🞏 Are all the appropriate boxes checked above?

🞏 Is the file name for the verification checklist saved as “Verification Checklist”?

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**FOR COMMITTEE USE ONLY**

🞏 Tax-exempt charitable status confirmed. EIN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Are any of the Board members on the Grants Review & Award Committee?

 If checked, please list the name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_