VERIFICATION CHECKLIST

INCOMPLETE APPLICATIONS NOT ACCEPTED
Applications must be submitted by 5:00pm on August 31, 2025

Organization Name: _____

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 an audit report or Form 990.*
☐ Is the attached Financial Statement dated less than 3 months prior to the 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**.
☐ Is the file name for the attached application form saved as "GWC Grant Application"?
☐ 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?

VERIFICATION CHECKLIST
☐ Are all the appropriate boxes checked above?
☐ Is the file name for the verification checklist saved as "Verification Checklist"?

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: _____

4.2025