



### **Required Financial Documents**

Application for Grant Program/RFA: \_\_\_\_\_

As part of the application for the above grant program, \_\_\_\_\_ (Applicant)  
Hereby attaches to this cover sheet the following documents, required to complete the RFA

Application, that attests to the Applicant's financial circumstances:

- A. Evidence of the applicant organization being a legally-authorized entity (e.g., a 501(c)(3) determination letter from the Internal Revenue Service);
- B. A current business license, if relevant for the applicant's business status;
- C. Any correspondence or other communication related to the applicant's tax status received from the Internal Revenue Service within the three (3) years prior to the grant application submission; and
- D. A copy of the most recent and complete audited financial statements of the applicant organization.

If no audited financial records have ever been prepared due to the newness or small size of the applicant organization, the application shall include at least the following:

- 1) Organizational Budget;
- 2) Income Statement or Profit & Loss Statement;
- 3) Balance Sheet certified by an authorized representative of the organization; and
- 4) Any letters, filings or other communication submitted to the Internal Revenue Service by the applicant organization within the three (3) years prior to the grant application submission.

\_\_\_\_\_  
Authorized Representative of Applicant

\_\_\_\_\_  
Date