

ORDINANCE NO. 659: COMPLIANCE CHECK LIST

DOCUMENTATION REQUIREMENTS FOR NON-PROFIT AGENCIES

These documents create the application for the funding request.

There is no formal application.

AGENCY NAME: _____

REQUIRED DOCUMENTS	FILED YES	FILED NO
Most recent audit report		
Most recent financial statement		
Detailed expenditure statement to include detailed accounting for all previously received City funds (if applicable)		
Source and amount of funding received from all other sources (non-governmental agencies; membership fees and dues; private contributions)		
Client service information as applicable to City residents (may not apply in all cases)		
Proof of non-profit status (IRS determination)		
Proof of corporate status to include copies of by-laws and Articles of Incorporation		
Source and amount of funding received from other governmental agencies		
Names and addresses of all current board members of agency governing board		
Additional documentation as may be required by the City for processing of funding request: _____ _____ _____		

Staff review comments:

Reviewed by: _____

Date: _____