Community Wealth Building
Collaborative Application

Submission Checklist 2016

Name of Lead Organization: _____

One submission **per application**:

☐ Grant Application Submission Checklist. Must be completed providing name of lead applicant organization, lead application contact information, and submission date.

☐ Community Wealth Building Collaborative Application. Self-explanatory; complete ALL sections.

☐ A list of all key staff who will be directly involved in this program/project.

☐ Project/Activity Timeline

☐ Impact and Evaluation Chart

☐ . Project Budget Form. *Include 3 quotes or bids for any single purchase or capital improvements over $1,000.* **Be sure figures throughout the application are consistent, mathematically correct, and rounded to the nearest dollar.**

☐ Lead applicant organization's IRS tax status determination letter

☐ Lead applicant organization's Board of Directors list

One submission **per organization** (i.e. if three collaborative partners are requesting TGKVF funds in this application, we need a copy of the following documents from each of the three organizations):

☐ Current financials: organization current operating budget and profit/loss sheet

☐ Forms 990 (pages 1-12) or 990EZ (pages 1-5) (submit forms for each organization that is a collaborative partner who is requesting TGKVF funding for this project. For any partners who file a 990N, submit the 990N in addition to a current balance and income sheet).

☐ Audit and/or Financial Review letters for each collaborative partner who is requesting TGKVF funding for this project (auditor's independent report letter, usually one of first few pages)

☐ Collaborative Partner Forms (all collaborative partners who are requesting TGKVF funding for this project must complete this form except for the lead applicant, whose information will be in the application narrative; i.e. if there are three partners requesting TGKVF funds we must have a form from each partner, excluding the lead applicant, for a total of two collaborative partner forms).

☐ If applicable, an interim or final report for outstanding TGKVF funded projects.

The Greater Kanawha Valley Foundation grant application may be accessed online at www.tgkvf.org. We accept online applications only; no paper copies please.

If all the required documents are not submitted by 4:00pm on the deadline date, the application will not be considered.

_____ _____

Name of Lead Organization Contact Date