



## EVENTS DC COMMUNITY GRANT PROGRAM FISCAL YEAR 2023 APPLICATION CHECKLIST

- A completed, SIGNED application (includes checking the “Acknowledgement of Funding Guidelines Box on page 7 of the application)
- A detailed outline of your organization’s overall budget, including line items for income and expenses
- A budget for use of the grant funds and a description of how grant funds will be used
- A copy of an annual financial audit conducted by a certified public accountant for the organization’s most recent fiscal year; or if the organization does not have a financial audit, a copy of the organization’s IRS Form 990 for the most recent tax year
- A copy of an active business license issued by the District of Columbia Department of Consumer and Regulatory Affairs (DCRA) – Corporations Division (indicating an “active” business license at the time of application, and agreeing to maintain such status throughout the grant period);
- A copy of the determination letter from the IRS confirming the organization’s 501(c)(3) status
- A copy of the certificate from the DC Office of the Chief Financial Officer, Office of Tax and Revenue (OTR) confirming the organization is exempt from DC income and franchise taxes [PLEASE NOTE: The tax exemption certificate is NOT the same as the Certificate of Incorporation from the DC Department of Consumer and Regulatory Affairs (DCRA). A sample OTR tax exemption certificate is attached)

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**OFFICE OF TAX AND REVENUE  
CERTIFICATE OF EXEMPTION**

ISSUED PURSUANT TO DISTRICT OF COLUMBIA INCOME AND FRANCHISE TAX ACCOUNTS

THIS CERTIFIES THAT

**ACCOUNT ID**

**CERTIFICATE NUMBER**

Is entitled to the exemption described below from Corporation Franchise Tax under the authority of the District of Columbia Corporation Franchise Tax Acts.

**EFFECTIVE EXPIRATION**

**THIS CERTIFICATE IS NON TRANSFERABLE**

**FR-164 EXEMPTION**

**IRS Code Section:**

Contributions made to you **are** deductible by donors.

Your exemption from Corporation Franchise Tax is valid from the effective to the expiration date stated. See Income and Franchise Tax Exemption under DC Code §47-1802.01(a)(3).

IRS Determination Date: