EVENTS DC COMMUNITY GRANT PROGRAM FISCAL YEAR 2024 APPLICATION CHECKLIST

- A completed, <u>SIGNED</u> application (includes checking the "Acknowledgement of Funding Guidelines Box on page 7 of the application)

- A detailed outline of your organization's <u>overall</u> budget, including line items for income and expenses

- A budget <u>for use of the grant funds</u> 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 Licensing and Consumer Protection (DLCP) *formerly* the 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);

    Active business licenses must have an expiration date greater than four months after the grant application deadline. Ex: August 1 grant application deadline, permitted business license deadline, December 1 and later.

- 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).