



EVENTS DC COMMUNITY GRANT PROGRAM FISCAL YEAR 2025 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 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). 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: