

CAMDEN CITY COMMUNITY GRANT PROGRAM

APPLICATION CHECKLIST 2020 Supplemental Grant Round

The Camden City Community Grant Program application must be completed in its entirety, with all required documents, to be eligible for funding consideration. Please complete checklist below prior to submitting your application.

ALL APPLICATIONS MUST INCLUDE ONE (1) COPY OF THE FOLLOWING:

- GRANT APPLICATION COVER SHEET
- PROPOSAL NARRATIVE – PER THE FORMAT IN THE GRANT PROPOSAL NARRATIVE
- PROJECT BUDGET TEMPLATE

ALL APPLICANTS THAT ARE CAMDEN CITY BASED NON-PROFIT COMMUNITY ORGANIZATIONS WITH 501(C)(3) TAX-EXEMPT STATUS (WITHOUT A FISCAL SPONSOR) MUST SUBMIT ONE (1) COPY OF THE FOLLOWING:

- Copy of IRS 501(c)(3) determination letter
- Most recent form 990, 990EZ, or 990-N (E-postcard) tax return
- Applicant Evidence of most recent New Jersey Charities Registration filing (issued within last 12 months) – for information visit: <https://www.njconsumeraffairs.gov/charities/>
- Applicant Certificate of Good Standing - From the N.J. Department of Treasury (issued within last 12 months) – for information visit: <https://www.state.nj.us/treasury/revenue/standcert.shtml>
- Applicant most recent financial statements (audited financials if available)
- Applicant organization annual operating budget
- Applicant Board of Directors (including corporate and/or non-profit affiliations for each board member)
- Applicant organization W-9 form (dated and signed within last 12 months)
- Applicant organization accomplishments/highlights – limit three (3) pages (optional)

ALL APPLICANTS THAT ARE CAMDEN CITY BASED NON-PROFIT COMMUNITY ORGANIZATIONS WITHOUT 501(C)(3) TAX-EXEMPT STATUS MUST USE A FISCAL SPONSOR THAT IS A CAMDEN CITY BASED NON-PROFIT COMMUNITY ORGANIZATION WITH 501(C)(3) TAX-EXEMPT STATUS. BOTH THE CAMDEN CITY BASED NON-PROFIT APPLICANT AND THE FISCAL SPONSOR MUST SUBMIT ONE (1) COPY OF THE REQUIRED DOCUMENTS:

1. Camden City based non-profit community organization must submit one (1) copy of the following:

- Fiscal Sponsorship Agreement letter between Applicant and Fiscal Sponsor
- Applicant proof of non-profit status (ex. Organization Bylaws, Certificate of Incorporation, New Jersey Charities Registration, other documents indicating non-profit status)
- Applicant most recent financial statements (audited financials if available)
- Applicant annual operating budget
- Applicant Board of Directors (including corporate and/or non-profit affiliations for each board member)
- Applicant organization accomplishments/highlights – limit three (3) pages (optional)

2. Fiscal Sponsors for the Camden City based non-profit community organization applicant must submit one (1) copy of the following:

- Fiscal Sponsor copy of IRS 501(c)(3) determination letter
- Fiscal Sponsor most recent filed form 990, 990EZ, or 990-N (E-postcard) tax return
- Fiscal Sponsor evidence of most recent New Jersey Charities Registration filing (issued within last 12 months) – for information visit: <https://www.njconsumeraffairs.gov/charities/>
- Fiscal Sponsor Certificate of Good Standing - From the N.J. Department of Treasury (issued within last 12 months) – for information visit: <https://www.state.nj.us/treasury/revenue/standcert.shtml>
- Fiscal Sponsor most recent financial statements (audited financials if available)
- Fiscal Sponsor annual operating budget
- Fiscal Sponsor Board of Directors (including corporate and/or non-profit affiliations for each board member)
- Fiscal Sponsor organization W-9 form (dated and signed within last 12 months)