



APPLICATION CHECKLIST

Check whether your application is complete **after** completing it and prior to submission.

1. HAVE YOU SUBMITTED ALL REQUIRED DOCUMENTS AND CHECKED WHETHER YOU UPLOADED THE CORRECT ATTACHMENTS?

- IRS Tax Exempt Determination Letter
- Most recent form 990/e-Postcard (if not required/most recent form not available, provided an explanation?)
- Current board list with names, affiliation, and contact information of the board members
- Project Strategy Narrative
- Project Budget
- Project Budget Narrative
- Project Work Plan/Timeline
- Performance Plan

2. ARE YOUR APPLICATION MATERIALS RESPONSIVE TO THE NOFO REQUIREMENTS?

- The Montgomery County Funding Request matches the total budgeted amount in your budget
- Your budget contains detailed itemized cost information for the proposed expenses
- Your budget narrative clearly explains the purpose of the expenditures and how costs were calculated