

### Application Checklist

**INCLUDE THE COMPLETED APPLICATION CHECKLIST WITH THE ORIGINAL APPLICATION**

- read and understood the Terms of Reference for the grant program applied for, the Letter of Agreement (**successful applicants are required to sign**)?
- answered all questions legibly and completely? (check to be certain – where no answer is necessary or applicable, write N/A)
- attached a list of your Board of Directors, including names, titles, phone numbers and/or email addresses?
- attached a copy of the minutes of the Board meeting at which your Executive approved making this application for grant funding?
- attached copies of audited financial statements for the last two fiscal years or, if your group is newer than that, your most recent official financial statements?
- detailed project description
- attached support letters (partnerships, participants)
- disclosed any past grant funding relationship with the City?
- final report submitted for previous grant
- completed the “Proposed Program Budget” included in the application?
- had the application signed and dated by two of your Directors?
- three written quotes (if request is for equipment, publishing, renovations etc.)
- if the organization is not a registered charity; **must** have spoken with Central Okanagan Foundation regarding an Intermediary Agency in adherence to Canada Revenue Agency’s guidelines.
- kept copies of all documents submitted for your records?
- copies of all documents sent electronically to [cheryl@centralokanaganfoundation.org](mailto:cheryl@centralokanaganfoundation.org)

**IF YOU HAVE DONE ALL THE ABOVE; YOU ARE READY TO SUBMIT ONE ORIGINAL OF THE ENTIRE GRANT PACKAGE WITH this COMPLETED CHECKLIST ATTACHED; PLUS SEVEN ADDITIONAL COPIES OF THE ENTIRE GRANT PACKAGE.**