APPLICATION CHECKLIST

Each of these items must be included with the application. Use this checklist to make sure that your application is complete:

_____ Completed Application

_____ Letter from Internal Revenue Service regarding your tax exempt status under the 501(c)(3) code (or 15-Point Qualifier form and documentation for churches)

_____ Mission statement

_____ Financial statement or budget for current year for the Pantry or Meal Site

_____ List of funding sources, donors and types of donations for the Pantry or Meal Site

_____ List of Board of Directors

_____ List of staff and credentials (if there is any paid staff)

_____ List of regular volunteers

_____ Guidelines for participation in your program (location, income, age, etc.)

_____ Screening procedures for the above guidelines (ID, proof of residence, proof of income, etc.)

_____ Service area (street borders, zip code or other boundaries)

_____ Distribution list, a.k.a. “sign-in sheet,” (name, address and signature for each client/household served each month)