

## ELIGIBILITY OF A NON-PROFIT & TAX EXEMPT ORGANIZATION

YOUR FILE **MUST** INCLUDE **ALL** OF THE FOLLOWING:

1. The legal name and address of the applicant. Post office box numbers are not acceptable as the only address. A complete street address must be provided.
2. Evidence of non-profit, tax-exempt status; i.e., copy of the Internal Revenue Service (IRS) certification under 501(c) (3) of the IRS code.
3. A written description of the applicant's program and facilities including staff (part or full-time), staff qualifications, hours of operation. (Include brochure, if available.)
4. Statement outlining applicant's funding sources and amounts from where or whom. If from a governmental agency, a copy of grant, award, or contract for services (or letter stating such) should be provided.
5. Proof of accreditation, approval, or licensing when required; i.e., academic, vocational, or professional study and instruction, also child care centers, medical clinics, and health centers or hospitals. In lieu of accreditation for schools, if not accredited, provide three letters from surrounding school districts accepting students from your school.
6. A copy of your articles of incorporation with amendments and printed by-laws.
7. For Homeless providers you need to include evidence that the organization is a "provider of assistance to the homeless" such as:
  - a. Shelter occupancy certificate, or
  - b. A letter from the local city official or local public health authority certifying the applicant is a "provider of assistance to the homeless" and operates a "shelter," "soup kitchen," or other assistance. The letter must state the number of homeless individuals that are served and the regularity of that service (daily, weekly, etc.).

If you have any further questions, please contact Loretta Potter at 619-7218.