



### 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)