

2018 Woodland Park Community Investment Check List

Please include **all** of the following documents requested.

THIS CHECKLIST MUST BE COMPLETED AND ATTACHED TO YOUR APPLICATION.

Organization Name: _____ Date: _____

Applicant Contact Name: _____ Phone Number: _____

Contact Email: _____

- Cover Letter – A one-page description of the nature of your program or project’s importance to our community.
- Agency Information - Please follow the outline format below to insure that complete information is used to evaluate your request. (1 page)
 - Mission Statement, brief statement of organization’s goals and/or objectives
 - Brief summary of organization’s history.
 - Describe the event, location and date, program(s) or services for which you are requesting funds. Please include: type of event, program(s) or service, its location, type of performers or participants, audience numbers and demographics, advertising and marketing strategies.
- A copy of the organization’s 501 (c)(3) determination letter from the IRS.
- Organizations latest 990 form.
- List of Board of Directors and their occupations.
- Budget Information worksheet – use attached form only.
- Summary of Applicant Organization – use attached form only.
- If this is a first year request, provide letters of support and recommendation for your project.

We invite you to include budget notes that will help us to understand the financial management and health of your organization. We recognize that non-profits vary in terms of the budget line items; we welcome notes from you that help us understand your budget lines in both revenue and expenses. Footnote items (by line item number provided on Budget form) that need further explanation.

Please return this completed checklist with your packet.

If you have any questions or need any additional information, please contact Suzanne Leclercq, City Clerk at 719 687-5295 or sleclercq@city-woodlandpark.org.