



### FY23 Nonprofit Grant Application Checklist Applications Due by August 10, 2022

The following is a checklist of required information WDVA will be gathering in consideration of your application. All items on the checklist must be gathered, presented in packet form, and sent to WDVA once completed. Please return this completed checklist with your application. **This is a required part of the application packet and shall be completed accurately, completely, and signed by the applicant shall include:**

<u>Organization Name</u>	<u>Amount Requested</u>

<u>Required Application Information</u>	<u>Applicant Review</u>	<u>WDVA Employee Review</u>
Grant Request Cover Letter		
IRS Determination Letter		
Income statement, balance sheet, and statement of cash flows for most recent fiscal year.		
Program/Project Proposed Budget <i>(if applicable)</i>		
Annual Report/Literature for Programs		
WDFI Certificate of Status		
List of board members and executive officers including titles and affiliations.		
Letters of Support		
Completed Application		
Recently completed W-9 form (within the last 12 months).		
Signed Nonprofit Grant Application		

<u>Required Business Plan Information</u>	<u>Applicant Review</u>	<u>WDVA Employee Review</u>
Organizational Experience Providing Services to Veterans		
Understanding the Ability to Communicate the Needs of Veterans and their Dependents		
Stated Purpose and Objectives for the Grant Funds, the Methods, and Timetable to Expend the Funds		
Budget Clarity & Justification		
Evaluation Plan for the Project		
Outreach & Referral Plan		
Program Implementation Timeline		
Past Performance		
Experience Serving Underserved Populations or Underserved Geographic Areas		
Past Working Relationships with Veteran Service Organizations		

For descriptions or further instructions on the above, please refer to the grant application instruction sheet. Once this checklist and completed application packet is received by WDVA, a representative from WDVA will review your packet to ensure all required information has been received.

\_\_\_\_\_  
WDVA Employee Reviewer - Print Name

\_\_\_\_\_  
Applicant Print Name

X \_\_\_\_\_  
WDVA Employee Reviewer – Signature

X \_\_\_\_\_  
Applicant Signature