



FY20 Entrepreneurship Grant Application Checklist

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.

<u>Required Application Information</u>	<u>Applicant Review</u>	<u>WDVA Employee Review</u>
Grant Request Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
IRS Determination Letter	<input type="checkbox"/>	<input type="checkbox"/>
Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>
Program/Project Proposed Budget <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Report/Literature for Programs	<input type="checkbox"/>	<input type="checkbox"/>
WDFI Certificate of Status	<input type="checkbox"/>	<input type="checkbox"/>
List of Board Members	<input type="checkbox"/>	<input type="checkbox"/>
Completed Application	<input type="checkbox"/>	<input type="checkbox"/>
Signed Terms & Conditions	<input type="checkbox"/>	<input type="checkbox"/>

<u>Required Business Plan Information</u>	<u>Applicant Review</u>	<u>WDVA Employee Review</u>
Background & Organizational History	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Qualifications & Past Performance	<input type="checkbox"/>	<input type="checkbox"/>
Past Working Relationships	<input type="checkbox"/>	<input type="checkbox"/>
Experience Working with Veterans	<input type="checkbox"/>	<input type="checkbox"/>
Program Goals & Objectives	<input type="checkbox"/>	<input type="checkbox"/>
Need for Grant Funding	<input type="checkbox"/>	<input type="checkbox"/>
Outreach & Referral Plan	<input type="checkbox"/>	<input type="checkbox"/>
Program Implementation Timeline	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring & Program Evaluation	<input type="checkbox"/>	<input type="checkbox"/>

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

Applicant Print Name

WDVA Employee Reviewer – Print Name

X _____
Applicant Signature

X _____
WDVA Employee Reviewer – Signature