FAYETTEVILLE NC
ECONOMIC & COMMUNITY DEVELOPMENT

Nonprofit Grant Program Application

List of Required Documents

The following is a comprehensive list of the required documents to submit a Nonprofit Grant Program application for the City of Fayetteville's Notice of Funding Availability for the Community Development Block Grant (CDBG) and Emergency Solutions Grants (ESG) programs.

Missing or incorrect documentation may result in your agency's application being disqualified.

Required Documents:

- W-9 Form
- IRS Determination Letter
- State/Federal Tax-Exempt Letter
- Articles of Incorporation
- Bylaws
- Board of Directors' Authorization to Request Funds
    - Examples include:
        - Board meeting minutes
        - Signed letter from Board Chair
        - Job description with authorization clearly defined
- Board of Directors' Designation of Authorized Official
    - Examples include:
        - Board meeting minutes
        - Signed letter from Board Chair
        - Job description with authorization clearly defined
- List of board members and their affiliations
- Conflict of Interest policy
- Organizational chart
- Certificate of Good Standing from the State (or, Certificate of Existence)
- Organization budget for current year, including income and expenses
- Most recent financial statement or audit
- Proof of liability and workers' compensation insurance
- List of additional funders
- Resumes of key staff involved with proposal
- IRS Form 990

Additional Required Document for ESG:

- ESG Match Workbook