

Non-Financial Documents

- IRS Letter notifying you of 501(c)3 status
- Mission/Vision Statement
- Names and affiliations of Board members
- List of key staff members and qualifications (short biography)
- Any printed material (newsletter, program, organizational brochure, etc)

Financial Documents Organization Budget

- Project Budget (if applicable)
- Most recent audit or IRS 990 (if audit is unavailable)
- Statement of Revenue/Expenses from most recent completed fiscal year
- Balance Sheet from most recent completed fiscal year