



Checklist of Required Documents for All Non-Profit Applicants

The following checklist will need to be uploaded in ZoomGrants to complete a TCTX Serve Program application.

- ___ Non-profit Status 501(c)3 IRS Letter

- ___ Certificate of Fact (you can request one online, by phone, or by email from the Texas Secretary of State, <https://www.sos.state.tx.us/corp/copies.shtml>)

- ___ Filed IRS-990 for Tax Year 2019 (all pages, no redactions)
 - If you have requested an extension and not filed your 2019 tax return, please provide:
 - 1) Proof 2019 extension filed with the IRS
 - 2) Filed IRS-990 for Tax Year 2018 (all pages, no redactions)

- ___ Annual Operating Budget for Current Fiscal Year (FY2020 or FY2021 depending on fiscal year end)

- ___ Current Board of Directors List

- ___ Signed IRS W-9 form (download a blank form at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

- ___ Board Letter of Support (download sample template at <http://bit.ly/sampleboardsupportletter>)

- ___ Statement of Activities as of June 30, 2020

- ___ Signed TCTX Serve Eligible Social Services Statement (download at <http://bit.ly/socialservicestatement>)

- ___ Signed Geographic Service Area Disclosure (download at <http://bit.ly/serviceareadisclosure>)

- ___ Signed General Program Disclosure (download at <http://bit.ly/tctxserveprogramdisclosure>)

Note: additional requests for additional required documentation may be needed during the application phase.