

Eligibility Document Checklist (Nonprofit)

In addition to the completed and **signed** application, please provide the following documentation so your paperwork can be completed in a timely manner:

If you are a **Non-profit organization**:

Submit a copy of IRS Tax Exempt 501 letter.

Submit articles of incorporation and bylaws (must be fully executed)

Submit a complete narrative of program: Who are you and what do you do for your clients? This should include type of services, number of clients served, facilities, days & hours open to the public, etc. Brochures and similar material may be added to the packet to further describe your programs and services.

Submit a copy of your organization's current financial records. Where does the money come from and how is it spent? If there are contracts and/or grants involved, include a copy.

Additionally for **Non-profit Educational Activity groups**, submit a copy of accreditation through the state of Oregon Department of Education OR approval or certification from a national certification agency or association.

Additionally for **Non-profit Assistance to Older Americans**: Submit documentation demonstrating receipt of funds appropriated for services or programs for older individuals under the Older Americans Act of 1965, as amended, under title IV or title XX of the Social Security Act (42 U.S.C. 601 et seq.), or under titles VIII and X of the Economic Opportunity Act of 1964 (42 U.S.C. 2991 et seq.) and the Community Services Block Grant Act (42 U.S.C. 9901 et seq.).

Additionally for **Non-profit Providers of Assistance to the Homeless and Providers of Assistance to Impoverished**:

Submit a letter of certification from a public official having responsibility for the homeless and/or impoverished programs. The letter must state those receiving services are primarily homeless or impoverished and that your program is integral in meeting those needs.

Additionally for **Non-profit Public Health groups**: Submit documentation demonstrating licensing, accreditation, or approval from the State Department of Health, recognized regional, state, or national board for services provided. Note: All applicants whose eligibility is dependent on any type of licensing, accreditation, approval, or annual funding, must provide evidence upon expiration/renewal to ensure continuing eligibility.