

# Eligibility Document Checklist

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 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.
- Submit copies of all permits and/or licenses.
- Submit copy of program's Articles of Incorporation / Bylaws
- 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.
- 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.).
- Applicants for **Providers of Assistance to the Homeless** and **Providers of Assistance to Needy** categories must obtain a letter of certification from a public official having responsibility for the homeless and/or impoverished programs stating that your program is part of serving this need.