

Subrecipient Document Checklist

Organization:

Fiscal Year:

Year Established:

All applicants, whether new or returning, must provide the following documentation:

1. Completed IRS Form W-9, Must be the most current revision from the IRS (March 2024) and be dated for the current calendar year.
2. Copy of the most recent internally-prepared financial statements
End date of statements should be no older than most recent quarter.
3. Copy of current year budget.
Budget must be applicable to new funding you are applying for. Unapproved/draft copies are acceptable if board approval is still pending at time of application.
4. Copies of the prior three years' Forms 990 or 990 EZ, including all supporting schedules and attachments (also Form 990-T if applicable);
Returning applicants should provide most recent year(s) not previously provided. If N/A, explain:
5. Copies of the prior three years' audit reports and management letters received from an independent auditor (including all reports associated with audits performed in accordance with 2 CFR Part 200.500-521, if applicable);
Returning applicants should provide most recent year(s) not previously provided. If N/A, explain:
6. Copies of reports of government agencies (Inspector General, State or local government auditors, etc.) resulting from audits, examinations, or monitoring procedures performed in the last three years, if applicable.
If N/A, explain:

All NEW applicants must additionally provide the following:

7. Articles of Incorporation
8. Bylaws or governing documents
9. Determination letter from IRS (recognizing the sub-recipient as exempt from income taxes under IRC section 501 (c) (3))