



## EVENTS DC COMMUNITY GRANT PROGRAM FISCAL YEAR 2020 APPLICATION CHECKLIST

Please double check your grant application before submission and ensure that ALL the following documents are submitted:

- ✓ A completed, SIGNED application (includes checking the “Acknowledgement of Funding Guidelines Box on page 7 of the application)
- ✓ A detailed outline of your organization’s overall budget, including line items for income and expenses
- ✓ A budget for use of the grant funds and a description of how grant funds will be used
- ✓ A copy of an annual financial audit conducted by a certified public accountant for the organization’s most recent fiscal year; or if the organization does not have a financial audit, a copy of the organization’s IRS Form 990 for the most recent tax year
- ✓ A copy of the determination letter from the IRS confirming the organization’s 501(c)(3) status
- ✓ A copy of the certificate from the DC Office of the Chief Financial Officer, Office of Tax and Revenue (OTR) confirming the organization is exempt from DC income and franchise taxes [PLEASE NOTE: The tax exemption certificate is NOT the same as the Certificate of Incorporation from the DC Department of Consumer and Regulatory Affairs (DCRA); a sample OTR tax exemption certificate is attached]

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

OFFICE OF TAX AND REVENUE

**CERTIFICATE OF EXEMPTION**

ISSUED PURSUANT TO DISTRICT OF COLUMBIA INCOME AND FRANCHISE TAX ACCOUNTS

THIS CERTIFIES THAT

**ACCOUNT ID**

**CERTIFICATE NUMBER**

Is entitled to the exemption described below from Corporation Franchise Tax under the authority of the District of Columbia Corporation Franchise Tax Acts.

**EFFECTIVE**    **EXPIRATION**

**THIS CERTIFICATE IS NON TRANSFERABLE**

**FR-164 EXEMPTION**

**IRS Code Section:**

Contributions made to you **are** deductible by donors.

Your exemption from Corporation Franchise Tax is valid from the effective to the expiration date stated. See Income and Franchise Tax Exemption under DC Code §47-1802.01(a)(3).

IRS Determination Date: