



2009-2010 Grant Application Checklist

In addition to the completed electronic application form, all applicants are required to submit the additional material listed below. Please assemble the requested materials in the order listed, collect appropriate signatures, and include this checklist with your materials. *Fiscally sponsored applicants: All materials (except IRS letter) should pertain to your organization, not your fiscal sponsor's.*

Organization:

Completed and signed 2009-2010 Grant Application Checklist

2009-2010 Grant Request Budget (please use form provided)

Current year-to-date income and expenses as compared with the current agency budget

Most recent audited financial statements, if available. If audited financials are unavailable, provide a copy of the most recently filed Form 990.

IRS determination letter of 501(c)(3) status or certification of entity status if a public agency

List of current board members and their affiliations

In the last five years has your organization defaulted on a government or foundation grant contract, been unable to perform on or complete a grant agreement work plan, and/or returned grant monies due to inability to perform on a contract? Yes No

If you replied yes to the above, please include a detailed explanation on a separate piece of paper as an attachment.

We certify that:

- 1) The applicant organization has a board-approved policy regarding staff employment, electing a governing board, and providing services without discrimination on the basis of race, religion, sex, gender, sexual orientation, gender identity, age, disability, or national origin; and
- 2) The information contained in these materials is accurate and submitted with the Board of Directors' full knowledge and endorsement.

Executive Director (Name)

Signature

Date

Board Officer (Name & Title)

Signature

Date

Electronic signatures are acceptable.

Submit these materials (mail, delivery or email) to the Community Health Trust by **5:00 p.m. on Friday, December 11, 2009**. Please submit all additional materials at the same time. Please also email a copy of the grant application to grants@pvhealthtrust.org. Faxed applications and materials will not be accepted.

Pajaro Valley Community Health Trust
Attn: Kathleen McCarthy
85 Nielson Street
Watsonville, CA 95076

If you have any questions, please contact Kathleen McCarthy, Program and Grants Manager, by phone at (831) 761-5695 or by email at grants@pvhealthtrust.org.