

I. Grant Application checklist:

- Proposal cover sheet
- Application form, and explanations as needed
- Work Plan (Attachment)
- Budget (Attachment)
- Attachments (copy of up-to-date business registration, copy of up-to-date charitable permit, copy of IRS Determination letter for tax-exempt applicants if any, copy of current by-laws, database of target population and a scanned written resolution from its Board of Directors indicating their agreement for the organization to apply for the grant.)
- Code of Conduct (Annex 5) for each Board Member
- Personal Information Confidentiality Agreement (Annex 3)
- Letter Documenting Adherence to Terms and Conditions (Annex 4)