

**Non-profit 2010 Checklist- These are the items that need to be returned to the Youth Bureau by August 10 2009.**

**OCFS Form 3105 (Individual Program Application):**

- ❑ Completed the entire 3105 form.
- ❑ Added the **Executive Director's name** and had him/her sign the 3105 with an **original signature** (no stamped signatures will be accepted).  
Added the **fiscal officer's name** and phone number.
- ❑ Left the "Total Program Budget" and "OCFS Funds Requested" lines on the top right hand corner **BLANK!**
- ❑ The Legislative Districts are correct.
- ❑ Program Profile Codes are filled in and make sense. The Program Summary is written well.  
- Any changes to the pre-printed information must be completed in RED ink.
  
- ❑ **2010 Nonprofit Contact Sheet:** Complete the entire form.
  
- ❑ 2010 Common Grant Application (CGA): NO NEW PROGRAMS FOR 2010!
- ❑ **2009 CGA Customer Demographics, Logic Model, Outcome Form, Program Staff, Board List, and Budget Forms (Attachments A-C, E-H).**  
Please double side your grant copies to save paper.
  
- ❑ **Memorandums of Understanding OR Letters of Agreement** – If your program is held offsite at a school, another agency or location, please provide MOU's or Letters of Agreement indicating the relationship and outline what the host site agrees to provide.
  
- ❑ **One copy** of the most recent agency audit **or** the most recent IRS Form 990 (Return of Organization Exempt From Income Tax)
  
- ❑ **The original and 10 copies of the entire grant must be given to the Youth Bureau by Monday, August 10, 2009 at 3:00 pm.**
  
- ❑ Grant received on time.

COMMENTS: