



**Community  
Partnership  
Grants**

## **Community Partnership Grant Program Application Checklist**

- ☐ Does your application fit into one of the four priority funding areas (Addressing Homelessness and Housing Solutions, Quality of Life, Public Health, or Supporting the Arts)?
- ☐ Have you only submitted one (1) application?
- ☐ Did you scan multiple pages into one document per question?
- ☐ Is the “user” who is completing the application as the “applicant” the key contact for the organization?
- ☐ Is your 501(c)(3) status confirmed?
- ☐ Is your organization in good standing with the IRS, the Maryland Secretary of State’s Charitable Division, and Maryland SDAT?
- ☐ Did you upload your Organization’s IRS Form 990 (or e-postcard)?
- ☐ Did you upload your organization’s most recent independent audit (if applicable)?
- ☐ Is your project fully defined?
- ☐ Did you include funding leverages and/or matches?
- ☐ Did you include measurable indicators in the application?
- ☐ Did you upload one letter of support specific to this project?
- ☐ Did you determine how your proposed program or project intersect with at least one goal and initiative from Livable Frederick?
- ☐ Did you enter the Project Budget into the Excel format provided in the application?
- ☐ Did you explain how your program/project can be sustained into the future?
- ☐ Have you secured the required signatures on the included signature page and uploaded with the application?
- ☐ Is your application complete with all questions answered and all documents uploaded? (Once it is submitted, it cannot be edited)
- ☐ Once submitted, did you receive email confirmation that your application was successfully submitted and received?