



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?