

# Application Cover Sheet

Federal Fiscal  
Year 2022  
CDBG

October 1, 2022 through  
September 30, 2023

Applicant/Sponsor Name:

Applicant/Sponsor Address:

Telephone Number:

Fax Number:

E-Mail Address:

Contact Name:

Contact Title:

Project Title:

Amount of CDBG Funding Requested:

Brief Project Description:



## Checklist of Required Documents

**All applications must include the following:**

1. Application Cover Sheet ☐
2. Project Narrative Sheet ☐
3. Project Proposal Form/Project Budget (required only for organizations applying directly for public service activities) ☐ ☐ N/A
4. Copy of Resolution/Board Minutes authorizing submission of application ☐
5. For acquisition, rehabilitation, construction, or street reconstruction projects include:
  - a. Photographs of site ☐ ☐ N/A
  - b. Location map ☐ ☐ N/A

**In addition to the above, all non-profit organizations applying for funding must include the following in their submissions:**

1. Certification of non-profit status (copy of letter from IRS 501 (c)(3)) ☐
2. Articles of incorporation ☐
3. By-laws of organization ☐
4. List of Board of Directors/Officers ☐
5. Annual operating budget (current approved budget) ☐
6. Most recent financial statement/audit including management letter ☐
7. Copy of deed for property to be rehabilitated (if applicable) ☐ ☐ N/A
8. Copy of all intake documentation used to determine client income/demographics ☐

**Applicant/Sponsor is not a non-profit organization, the above checklist is not applicable** ☐