

Application Checklist

Please include this checklist with the application along with all required documentation when applying for initial or re-certification of a Nonprofit designation.

2019 & 2020 Designation:

Tab	Required Information	Certification Check-off	
1	Application		
2	(a) IRS Status (b) Status of Good Standing from SC Secretary of State	(a)	(b)
3	(a) Charter, Certificate or Articles of Incorporation (b) Bylaws (c) Service Area Map (d) Board Information - Attachment A (e) Board Meeting Minutes – April 2017 through March 2018 (f) Organizational Chart	(a)	(b)
		(c)	(d)
		(e)	(f)
4	Total of three (3) Community Support Letters		
5	(a) One Year Housing Experience Documentation (b) Contract for Services (applicable if using a Consulting Organization) (c) Training Plan (applicable if using a Consulting Organization) (d) Attachment F (applicable if using a Consulting Organization) (e) Consultant Résumé (applicable if using a Consulting Organization)	(a)	(b)
		(c)	(d)
		(e)	
6	(a) Attachment E – must have at least one FULL-TIME employee (b) Staff Capacity Résumés	(a)	(b)
7	(a) Financial Statements (b) Tax Returns or IRS Form 990 (c) Formal documentation confirming delivery of the tax return or 990 to the IRS (d) Banks Statements (if applicable) (e) Attachment C	(a)	(b)
		(c)	(d)
		(e)	

Tab 1

NONPROFIT APPLICATION

Tab 2

IRS STATUS

PROOF of “GOOD STANDING” STATUS

Tab 3

**CHARTER, CERTIFICATE or ARTICLES OF
INCORPORATION**

BY-LAWS

SERVICE AREA MAP

ATTACHMENT A

BOARD MEETING MINUTES

ORG CHART

Tab 4

COMMUNITY SUPPORT LETTERS

Tab 5

**ONE YEAR HOUSING EXPERIENCE
DOCUMENTATION**

CONTRACT FOR SERVICES (if applicable)

TRAINING PLAN (if applicable)

ATTACHMENT F (if applicable)

CONSULTANT RESUMÉ (if applicable)

Tab 6

ATTACHMENT E

STAFF CAPACITY RÉSUMÉS

Tab 7

FINANCIAL STATEMENTS

TAX RETURNS or IRS FORM 990

FORMAL DOCUMENTATION of IRS DELIVERY

BANK STATEMENTS (if applicable)

ATTACHMENT C