

List of Required Documents - PLEASE SUBMIT ONLY 1 COPY OF THESE DOCUMENTS

- Any distributed summary or report of the strategic plan and the accomplishments of the Non-For-Profit (NFP);
- A list of the NFP's current serving directors, including contact information for each, the date and length of their respective terms and their signed conflict disclosures;
- A complete list of the NFP's employees;
- Complete copies of the NFP's current by-laws and the minutes for any board and committee meetings conducted in the last two (2) years;
- Copies of each independent audit and/or auditor compilation of the NFP's financial reports for the last year;
- Copies of the NFP's current Code of Conduct and any Administrative Policies, including but not limited to policies that address check signing authority, opening of bank accounts, or use of credit cards;
- Copies of the NFP's Conflict of Interest and Related Party policies, if any,;
- Records relating to review and approval by the NFP of the engagement and salary for any compensated positions; and
- Copies of the NFP's IRS 990 or IRS 990EZ filed for the last year and the records relating to review and approval by the NFP's board for said filings.