**Submission Check List CPPJ FY2022-2023**

**Calcasieu Parish Police Jury Grant Program**

**Organizations funded through this grant program are *required* to submit the following items:**

\_\_\_\_\_ Typewritten – **not handwritten** - downloaded forms submitted via email to [jordang@artscouncilswla.org](mailto:jordang@artscouncilswla.org) by 5 p.m. on **Friday, March 4, 2022**.

\_\_\_\_\_ Appropriate original application (Project Assistance) single-sided, with \***signatures in blue ink**, and

\*Note: Electronic signatures will also be accepted this year.

\_\_\_\_\_ Application must include:

\_\_\_\_\_ a complete narrative form

\_\_\_\_\_ project or organization budget form

\_\_\_\_\_ provider of services form

\_\_\_\_\_ Proof of non-profit status:

\_\_\_\_\_ IRS letter determining nonprofit tax exemption under Section 501(c)(3) OR

\_\_\_\_\_ letter from the LA Secretary of State office

\_\_\_\_\_ exemption because of governmental subdivision (public schools, parish libraries, municipal

governments, state universities, etc.)

\_\_\_\_\_ Chapter organizations must attach the IRS non-profit tax-exempt designation letter AND

\_\_\_\_\_ Letter of Support from the central organization

\_\_\_\_\_ Proof of domicile

\_\_\_\_\_ Certificate of Incorporation from Secretary of State’s office indicating city your office is

located in, showing proof of most recent address as indicated on the Annual Report filed with Secretary of State

\_\_\_\_\_ Board of Directors list including names and addresses, phone number, identifying officers, ethnic make-up, professional affiliation

\_\_\_\_\_ Letter of Support from local school board and/or principal (for schools and projects working with school)

\_\_\_\_\_ **NEW** work must be accompanied by a sample of work that illustrates artistic merit of artists involved

\_\_\_\_\_ Year-end financial statement for previous year or most current IRS 990 Form

\_\_\_\_\_ SUPPLEMENTALS: letters of support, brochures, reviews, programs, detailed budgets about your organization or project.