



COUNTY OF BRUNSWICK  
NON-PROFIT APPLICATION CHECKLIST  
FY 2010-2011

- Signed Application Form
- Articles of Incorporation and Corporate Bylaws\*
- Copies of Official Minutes of all Board of Directors Meetings within the 12 months prior to the date of the funding application (All minutes should include a list of the members present.)
- Copy of IRS tax-exempt status determination letter\* (A notarized copy of IRS Form 1023 will be accepted from organizations that have completed the form and submitted it to the IRS but that have not yet received a determination letter.)
- Copy of most recently filed IRS Form 990
- Copy of most recent independent audit (Organizations that are not required by law to have an independent audit must clearly state the reason for their exemption from the requirement.)
- A schedule of planned revenues and expenses (for entire organization) for the current year (FY 2010) and the proposed year (FY 2011), specifically identifying all sources of revenue for both periods

\*If you filed these forms with a previous funding application to the County, they do not need to be submitted again if they have not changed since that filing.