

Organizational Information and Fiscal Capacity

A. Applicant Information

Legal Name _____
 Contact Person _____
 Street Address _____
 Mailing Address _____
 City / State / Zip _____
 Phone/Fax _____
 Email _____

B. Type of Organization (mark those that apply)

Non-Profit ☐
 For-Profit ☐
 Governmental Unit ☐

Number of years of operation _____

C. Key Personnel

Executive Director:

Name _____
 Title _____
 Address _____
 City/State/Zip _____
 Phone/Fax _____
 Email _____

Project Coordinator:

Name _____
 Title _____
 Address _____
 City/State/Zip _____
 Phone/Fax _____
 Email _____

Accounting/Finance Person:

Name _____
 Title _____
 Address _____
 City/State/Zip _____
 Phone/Fax _____
 Email _____

D. Administrative Information

Include the Following as Attachments to the Grant Application:

1. Organizational Chart
2. Board of Directors with Terms (if applicable)
3. Copy of IRS Tax Exempt Letter (if applicable)
4. Copy of 501(c)(3) Incorporation (if applicable)
5. Insurance Certification (General Liability and Fidelity-Bonding)
6. Most Recent Audit or Financial Statements

E. Accounting System

Cash: A basis of accounting under which revenue / expenses are recorded when cash is received or disbursed.	
Modified Accrual: A basis of accounting under which revenues are recorded when they are received and expenses are recorded when they result in liabilities for benefits received (not when they are paid).	
Accrual: A basis for accounting under which revenues are recorded when they are earned (not when they are received) and expenses are recorded when they result in liabilities for benefits received (not when they are paid).	

	Yes	No
Double-entry Accounting System		
Single-entry Accounting System		
The formal accounting system contains:	Yes	No
General Ledger		
General Journal		
Cash Receipt Journal		
Cash Disbursement Journal		

	Yes	No
Is an up-to-date chart of accounts maintained?		
Is there an up-to-date accounting policies and procedures manual which includes a complete description of the financial management functions?		
Are contract funds accounted for by separate fund accounts identified within the accounting system?		
Does the system adequately identify receipts and expenditures for each grant, contract or sub-contractor from each fund?		
Does the system require that all accounting entries be supported by adequate documentation?		
Are bank accounts reconciled monthly and copies of bank reconciliation kept on file?		
Are financial statements prepared periodically in sufficient detail to disclose significant variations in any category of revenue and		

expenses?		
Is a trial balance prepared monthly to ensure accounting records are posted correctly and the book (general ledger) is balanced?		
Are duties and responsibilities separated (segregated) so no one employee has sole control over cash receipts, disbursements and reconciliation of bank accounts?		
Was a certified audit conducted within the last year?		

If a position is paid with multiple funding sources how is the time allocated to each funding source determined? Indicate method and describe in space provided.

Time Study		
Timesheet		
Other (specify)		