



# NEWTOWN COMMUNITY REDEVELOPMENT AGENCY

1565 1<sup>st</sup> Street, Sarasota, FL 34236

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## Non-Profit Matching Grant Program Applicant Checklist

- ☐ Program aligns with a Newtown CRA Plan Priority and directly benefits the Newtown CRA district.
- ☐ Submit proof 50% Matching Funds are available
- ☐ Submit proof the organization's active registration with the Florida Department of Agriculture and Consumer Services
- ☐ Submit proof of the organization's approved and updated status with The Giving Partner (unless requesting a waiver)
- ☐ A representative attended a mandatory workshop. Date Attended: \_\_\_\_\_
- ☐ Submit proof of the organization's IRS 990 Tax Form (current year)
- ☐ Submit copy of the organization's Certified Financial Review or Certified Financial Audit
- ☐ Submit copy of the organization's Articles of Incorporation
- ☐ Submit copy of the organization's Board Approved Fundraising Plan (unless requesting a waiver)
- ☐ Submit copy of the organization's Organizational Chart, including Board & Leadership staff positions
- ☐ Submit copy of the organization's Non-Discrimination Policy
- ☐ Submit an eligibility waiver request form, if applicable
- ☐ Submit a completed application (along with items above) by **4:00 PM, May 16, 2025**

Completed applications, with required supporting documentation, must be submitted electronically to [newtown.cra@sarasotafl.gov](mailto:newtown.cra@sarasotafl.gov) no later than **4:00 PM on May 16, 2025**.

Applications received after this time will not be accepted. Electronic time stamp of the email sent from the applicant will determine whether the submission was timely.

Applications received by are not complete or have not included the required documents will not be considered.