



## Green Economy Fund Supporting Documentation Checklist for Applicants

02/14/2023

<b>Grant Supporting Documents</b>				
<b>List of Documents</b>	<b>Reference in RFP</b>	<b>Available</b>	<b>Not Available</b>	<b>Not Applicable</b>
Complete written responses to RFP (5 pages or less not including supplemental documentation)	p. 4-6, Section V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant information: Mailing address & phone number, organization website	p. 4, Section V, A. "Applicant Information"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name, title, phone number & email address of contact person	p. 4, Section V, A. "Applicant Information"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed budget for requested grant amount	p. 4, Section V, B. "Narrative"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letters of support from partnering employers (OPTIONAL)	p. 5, Section V, D "Equitable Impact"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data on education level, race, gender, or employment history of the population served (OPTIONAL)	p. 5, Section V, D. "Equitable Impact"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed metrics to track activities/impact as a result of GEF funding	p. 5, Section V, E "Measures of Success"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
501(c)(3), (5) or (6) status- IRS determination for not-for-profit status	p. 6, Section V, F "Organization Information"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Employer ID and/or NY Charities registration Number	p. 4, Section V, A. "Applicant Information"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two most recent IRS Form 990s or other applicable IRS forms	p. 6, Section V, F "Organization Information"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two most recent audited financial statements	p. 6, Section V, F "Organization Information"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach short biographies, and the length of service, of staff in leadership positions and key staff on the project. List Board Members. (OPTIONAL: Include Board Members' current occupations.)	p. 6, Section V, F "Organization Information"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational budget for the last fiscal year, current fiscal year and projected year (OPTIONAL)	p. 6, Section V, F "Organization Information"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>