COMMUNITY REINVESTMENT
COLUMBUS CONSOLIDATED GOVERNMENT

APPLICATION SUBMISSION REQUIREMENTS

SUBMISSION REQUIREMENTS	DOCUMENTATION
1. Identify eligible project service area and eligible clientele to be served	Provide a project map that includes Census Tracts where services will take place; **or** Provide a description and verification process of clientele to benefit from the project.
2. Must have a minimum two-year operating history after the date of receipt of its 501(c)(3) status from the Internal Revenue Service.	A copy of a 501(c) (3) designation letter from the Internal Revenue Service for non-profit Applicants.
3. The Applicant must submit a written copy of its financial management policies, including staff responsibilities and required procedures.	Provide **(1)** a copy of the Applicant's written financial management policies; and, **(2)** Program Policies and Procedures. **(3)** Current organizational chart
4. Must have an annual operating budget of more than $50,000, as reflected in the most recently filed IRS Form 990 or 990 EZ.	Most recent IRS Form 990 or 990EZ.
5. The applicant must be registered to conduct business in the State of Georgia at the time of application.	A current certification from the GA Secretary of State. For assistance, please visit www.sos.ga.gov.

COMMUNITY REINVESTMENT
COLUMBUS CONSOLIDATED GOVERNMENT

APPLICATION SUBMISSION REQUIREMENTS

SUBMISSION REQUIREMENTS	DOCUMENTATION
6. The applicant must register as an entity with Sam.gov to obtain a Unique Entity Identifier (UEI).	Provide the UEI assigned to your organization.
7. Must have a Board of Directors with representation from the community served and committee structure that ensures the necessary mix of skills to succeed.	Provide a list of board members and their addresses, phone numbers and affiliations.
8. Must provide the organization's by-laws and articles of incorporation.	Provide a copy of the agency's By-Laws and Articles of Incorporation, as well as a copy of the Conflict of Interest Statement
9. Must have a current written strategic or business plan for the organization that covers at least 24 months, (including the organization's entire current fiscal year), that includes the following: mission statement, evidence of an environmental review, stakeholder participation (staff, board, etc.), strategic goals, measurable objectives, implementation plan with assigned staff and board responsibilities, on-going evaluation to keep plan current.	Current Business/Strategic Plan