**Supporting Materials: Leadership Transitions**

**Applicants must submit all supporting materials as attachments to the online application. Please send early to account for any technical questions or difficulties.**

**Files must be PDF or Word documents. If formatting needs to be preserved, please submit a PDF.**

**Please include the applicant name in the title of each document with a short description, e.g. “1\_GoodWorks\_ProjectBudget.PDF, 2\_Goodworks\_ApplicantBoard.pdf”**

**A board list worksheet is available at** <https://oewd.org/file/14910>

**A project budget template is available at** <https://oewd.org/file/14906>

**An application may be deemed incomplete and ineligible if the applicant does not provide the complete set of information in the appropriate format by the deadline.**

□ 1) The overall project budget (for the leadership transition NOT ongoing expenses)

□ 2) A list of Applicant’s board members

□ 3) Applicant’s organizational budget for the current and prior fiscal year

□ 4) Evidence of leadership transition as described in application

□ 5) Proof of good standing with the IRS: Visit <https://apps.irs.gov/app/eos/pub78Search.do> and select the search to organizations that “Are eligible to receive tax-deductible charitable contributions.” Please upload a PDF of the page that shows your organization listed.

□ 6) For all proposed one-time contractual services or work to be funded through this grant: a copy of the consultant’s proposal or a quote, including a scope of work, project timeline, benchmarks, and budget.

Please note that the City’s server limits the total size of all attachments per response to 30MB.