

COMMON MISTAKES TO AVOID IN FILLING OUT APPLICATION

You can avoid these common mistakes by using the check-off sheet provided with the application. PLEASE USE THE CHECK-OFF SHEET.

1. Missing information on annual report, especially terms of office of the organization's governing board's officers and dates, times and places of their meetings during the year.
2. Not including reconciliation if revenue and expenses figures on audit and IRS Form 990 are different.
3. Not including a completed Schedule A with IRS Form 990.
4. IRS Form 990 not signed by officer of organization on page 6.
5. Not signing all certifications on application.
6. Not allocating or functionalizing expenses properly resulting in an administrative and fundraising percentage that is incorrect and, in some cases, over 25 percent.
7. Submitting consolidated audits that do not include a separate audited breakout for the local organization.
8. Submitting IRS Form 990EZ and not attaching completed pages 1 and 2 of IRS Form 990.
9. Not including both a reason for the high percentage AND a plan to reduce to 25% if overhead and fundraising expenses over 25%.
10. Computing administrative and fundraising expenses incorrectly (use formula in application).
11. Submitting national or regional documents to satisfy eligibility requirements, such as a national annual report or national audit. To be eligible, all information submitted must be specific to the applicant organization.