

PRE-APPROVAL SUBMISSION CHECKLIST FOR FUNDING REQUEST

Any party requesting funds from the NC INCLUDING any board member must complete a Funding Request Form, which should be approved by the Board.

Prior to issuing payment for Board Approved expenditures, the following categories of requests must be submitted to the Department for review and an authorization code: Neighborhood Purpose Grants (NPGs), Community Improvement Projects(CIPs), Contracts, Leases, Neighborhood Council sponsored or co-sponsored events, and any expenditures over \$2,500.00, regardless of their category.

ANY VENDOR (over \$2500):

- Funding Request Form – completely filled out and signed by Requester with NC approval and 2 signatures (Treasurer and 2nd Signatory) with Community Benefit Statement from NC
- Board Vote Count Form – Completely filled out with 2 signatures

NPG for 501c3 NON-PROFIT:

- Funding Request Form – completely filled out and signed by Requester with NC approval and 2 signatures (Treasurer and 2nd Signatory), with Community Benefit Statement from both Applicant and NC
- Board Vote Count Form – Completely filled out with 2 signatures
- NPG Application – completely filled out by Applicant with 2 signatures and project budget
- IRS Determination Letter

NPG for PUBLIC SCHOOL:

- Funding Request Form – completely filled out and signed by Requester with NC approval and 2 signatures (Treasurer and 2nd Signatory), with Community Benefit Statement from both Applicant and NC
- Board Vote Count Form – Completely filled out with 2 signatures
- NPG Application – completed filled out by Applicant with 2 signatures
- Letter requesting grant, amount and purpose on Official School Letterhead

COMMUNITY IMPROVEMENT PROJECTS (CIPs):

- Funding Request Form – completely filled out and signed by Requester with NC approval and 2 signatures (Treasurer and 2nd Signatory), with Community Benefit Statement from both Applicant and NC
- Board Vote Count Form – completely filled out with 2 signatures (Treasurer and 2nd
- Permits
- Additional Liability Insurance

BOARD MEMBER REIMBURSEMENT (over \$2500 only)

- Funding Request Form – completely filled out and signed by Requester with NC approval and 2 signatures (Treasurer and 2nd Signatory) with Community Benefit Statement from both Applicant and NC
- Board Vote Count Form – Completely filled out with 2 signatures
- Copies of Receipts
- Proof of payments (i.e. cancelled checks or bank statement)

NC SPONSORED/CO-SPONSORED EVENTS:

- Funding Request Form – completely filled out and signed by Requester with NC approval and 2 signatures (Treasurer and 2nd Signatory) with Community Benefit Statement from both Applicant and NC
- Board Vote Count Form – Completely filled out with 2 signatures
- Itemized Detailed Event Budget for the NC. How will the NC use their funds?
- Proof of Sponsorships (i.e. event flyers, webpage, etc.)
- Permits □ Insurance