

Applicant's Legal Name: _____**Organization ID (EIN):** _____

Below is a list of Supplemental materials that must be submitted in addition to the online Application form for your Application to be considered **COMPLETE**. All Supplemental Materials must be uploaded online by 5:00 PM on Monday, June 14, 2021 [here](#).

- ONE copy of each of the applicable financial documents* based on your organization's FY19 operating income (note that this should be for the Fiscal Year ending in 2019, e.g., July 1, 2018 – June 30, 2019 or January 1 – December 31, 2019):

Under \$50,000: IRS 990-N (postcard)** **AND** Signed Treasurer's Statement (on the [DCLA template](#))

\$50,000 or over but less than \$250,000: IRS 990

\$250,000 or over but less than \$750,000: IRS 990 **AND** Independent Accountant's Review

\$750,000 or over: IRS 990 **AND** Audited Statement

*If the mailing address on any of the financial documentation is outside NYC, the organization must also provide a letter confirming that the organization is located in NYC and explaining the reason for the discrepancy.

- ONE copy of IRS 501(c)(3) determination letter (see requirements below for organizations using a fiscal sponsor/conduit)

For organizations selecting Social/Multi-Service, Religious or Educational as an Organizational Code:

- ONE copy of the full organizational budget completed on the [budget template](#) provided by DCLA

For organizations using a fiscal sponsor/conduit:

- ONE copy of proof of incorporation in New York State. Acceptable forms of documentation include NYS incorporation certificate, and Board of Regents Charter under 216 of the State Education Law
- ONE copy of a letter from the fiscal sponsor indicating that it has agreed to act as a fiscal sponsor for DCLA's Fiscal 2021 CDF Renewal Application – this letter must be dated May 1, 2021 or later
- ONE copy of the fiscal sponsor's IRS 501(c)(3) determination letter (in lieu of the applicant organization's IRS 501(c)(3) letter)