

Grant Application Checklist

Below is a list of all IRONED application materials to be turned into Submittable.

Document	Complete	Contents
Application Narrative	<input type="checkbox"/>	This section includes the project narrative, capacity assessment, budget and timeline
Preliminary Architectural Drawings	<input type="checkbox"/>	Plans and elevations are required to support the scope of work.
Bids & Estimates	<input type="checkbox"/>	Actual bids from licensed contractors will be required for the submission of the grant application.
Building Photos	<input type="checkbox"/>	Please upload detailed interior and exterior photos of the current state of the building.
Business Plan	<input type="checkbox"/>	A simple 1-2 page business plan showing what the intended use for the space will be upon project completion.
Signed Letter of Commitment	<input type="checkbox"/>	A letter signed by both organization and the building owner that confirms commitment by both parties to the project.
Proof of Matching Funds	<input type="checkbox"/>	Documentation showing proof of the 1:1 match requirement through signed bank letters, grant award letters, etc.
W-9 Form	<input type="checkbox"/>	Blank form available on the program webpage under Commerce Fiscal Forms
Sexual Harassment Policy Form	<input type="checkbox"/>	Blank form available on the program webpage under Commerce Fiscal Forms
Office of Procurement and Contracts - Certification of Company	<input type="checkbox"/>	Blank form available on the program webpage under Commerce Fiscal Forms
Israeli Anti-Boycott Form	<input type="checkbox"/>	Blank form available on the program webpage under Commerce Fiscal Forms <i>*For projects requesting \$100,000 only</i>
Screenshot Proof of Good Standing with the Secretary of State	<input type="checkbox"/>	You are not required to pay for a Certificate of Good Standing; a screenshot of the webpage listing for your organization will suffice. Business Entity Search linked here <i>*Government entities do not need to submit this information</i> <i>*Both the support organization & building or business owner should submit this item</i>
Tax Clearance Certificate	<input type="checkbox"/>	Apply for the Tax Clearance Certificate here <i>*Government entities do not need to submit this information</i>

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