

Grant Application Checklist

Below is a list of all HEAL application materials to be submitted in Salesforce.

Document	Complete	Contents
Preliminary Architectural Drawings	☐	Plans and elevations are required to support the scope of work. Color renderings are required if work is being done to the street facing façade(s).
Bids & Estimates	☐	Actual bids from licensed contractors will be required for the submission of the grant application.
Building Photos	☐	Please upload detailed photos of the current state of the building. If applying for a building grant, exterior and interior photos will be necessary.
Business Plan	☐	A simple 1-2 page business plan showing what the intended use for the space will be upon project completion.
Signed Letter of Commitment	☐	A letter signed by both organization and the building owner that confirms commitment by both parties to the project.
Proof of Matching Funds	☐	Documentation showing proof of the 1:1 match requirement through signed bank letters, grant award letters, etc.
W-9 Form	☐	Blank form available on the HEAL webpage under Commerce Fiscal Forms
Sexual Harassment Policy Form	☐	Blank form available on the HEAL webpage under Commerce Fiscal Forms
Office of Procurement and Contracts - Certification of Company	☐	Blank form available on the HEAL webpage under Commerce Fiscal Forms
Israeli Anti-Boycott Form	☐	Blank form available on the HEAL webpage under Commerce Fiscal Forms <i>*For projects requesting \$100,000 only</i>
Screenshot of Good Standing with Secretary of State	☐	Link to Business Entity Search here <i>*Non-profits only</i>
Tax Clearance Certificate	☐	Link to apply for Tax Clearance Certificate here <i>*Non-profits only</i>