

# Legal Documents Checklist

*(Not all are applicable)*

- ✓ 501c3 Documentation (non-profit)
- ✓ By-Laws (non-profit)
- ✓ Origination Documents
- ✓ Incorporation Documents
- ✓ Certificate of Good Standing
- ✓ Operating Agreement
- ✓ Federal UEI Number/sam.gov registration
- ✓ List of Board of Directors
- ✓ Signed and dated W-9 form
- ✓ Organizational Chart/Staff List
- ✓ Demographics Data Form
- ✓ Financial Statement
- ✓ Audit
- ✓ Annual Budget
- ✓ 990
- ✓ Short bio(s)
- ✓ Resume(s)