

APPENDIX A: APPLICATION OUTLINE

Below you will find an outline of the application for the 2022 Community Economic Development Capacity Building Program for state fiscal year 2023 tax credits. Applications must be submitted by 4:00 PM on March 04, 2022 through our online Grants Management System www.nhcdfragrants.org. Hard copy or emailed applications will not be accepted.

I. Applicant Information

- Organization name, address, etc.

II. Project Information

- Project title
- Total amount requested
- Request for Year 1
- Request for Year 2

III. Narrative Requirements

- Provide a narrative that describes the proposal. Please include details about how the proposal materialized, the partners involved, and the proposed project timeline.
- What specific problem or community economic development challenge is this proposal aiming to address? Are there other efforts to address this effort or other community economic development gaps in your community?
- Please explain how your proposal addresses the four priority areas of collaboration, infrastructure, benefiting target populations, and working in target areas.
- Describe the long-term value of this proposal to your group's community. Please consider what existing community systems will be impacted by this proposal and the collaboration it will facilitate or enhance.
- How will this one-time infusion of resources allow your group to expand its capacity and ability to advance your project?
- How will you know if this proposal is successful? What will look different if the proposal works as planned?

IV. Budget and Fundraising

- Provide a budget with line items for the use of the Community Economic Development Capacity Building funding.
- Would you like CDFA's support in selling up to 50% of the projects awarded credits?
- What challenges has your group experienced in accessing other resources? How might this proposal result in your group's ability to access additional public or private resources?

V. Attachments

- List or link to Board of Directors (including affiliation)
- Letters from committed donors
- Articles of Incorporation
- By-laws
- Organizational chart
- IRS Determination Letter
- Proof of Good Standing – New Hampshire Secretary of State
- Fiscal Year start and end dates
- Operating Budget – Current Fiscal Year
- Operating Budget-to-Actual – Previous Fiscal year

- Most Recent Financial Statements - submit one of the following
 - Audited Financial Statement (required for organizations with operating budgets > \$1 M)
 - Review Financial Statement (required for organizations with operating budgets \$500,000 - \$1 M)
 - IRS Form 990 (required for organizations with operating budgets <\$500,000)
 - The above list outlines the minimum requirements by organizational budget, but please submit the most detailed and comprehensive document that your organization has. For instance, if your organization has \$400,000 in annual operating revenue, and you have an audited financial statement prepared each year, please submit the most recent audit (NOT the IRS 990). **Note:** There is no need to submit multiple documents for this section.
- Management Prepared Financial Statements for current Fiscal Year (Balance Sheet, Profit and Loss, Cash Flow)
- Financial Status Overview (narrative describing applicant's financial situation)
- Operating Reserve (Yes/No – If Yes, amount)
- Endowment (Yes/No – If yes, amount)
- Line of Credit (Yes/No – If yes, amount)
- Other Attachments – Applicant may upload any other relevant documents not listed in other attachment sections.