



Getting ready to apply to apply for the FY23 Pandemic Recovery Grant?
Here's what you'll need to upload to your application:

Required Document Checklist

Ready to Upload?	File Type	What is it?	File Naming Key
	IRS Letter of Determination Letter	Proof of your organization's tax-exempt status.	IRS
	Board List with Addresses	Include profession, work address, and home address. Denote Fairfax County and Cities addresses	
	Treasurer's Report or Audit for most recently completed fiscal year	Treasurer's report is prepared by the Treasurer of the Board & typically includes basic reports such as: Balance Sheet, Income Statement, Cash Flows Statement.	TR or A
	VA Form 102 Remittance for Charitable Organization	Submitted annually to the state. We will use it to verify physical location.	102
	Most recent IRS 990 (do not include schedules)	Informational Tax Return for non-profit organizations.	990
	List of Key Staff with Bios	May include Board members.	
	1-3 Work Samples	Photographs, audio, and/or video	
	Impact Documentation	Comparative Financial records, comparative participation & audience records, cancellation notices, etc.	C19

Download:

VA Form 102 <https://www.vdacs.virginia.gov/pdf/oca102registrationstatement.pdf>

VA Form 102 info and database: <https://www.vdacs.virginia.gov/food-charitable-solicitation.shtml>