

**COMMUNITY OPPORTUNITIES FUND
INITIAL SCREENING REVIEW TOOL
CAPACITY BUILDING**

Applicant: _____

Reviewer: _____

1. Has the applicant submitted all required proposal packet components including documentation?

- Online registration form (completed online)**
- Proposal Narrative**
- Project Budget (Appendix B) and Budget Narrative**
- Resumes of key staff**
- Board of Directors roster**
- Signed and dated Signature Authorization Form, Appendix C (hard copy with original signature must be received)**
- Signed and dated Organization Litigation Form, Appendix D (hard copy with original signature must be received)**
- Copy of 501 (3) (c) status/IRS Tax Status Determination Letter**
- Audited Financial Statements including management letter and IRS Form 990**
- Annual Registration Renewal Fee Report to Attorney General of California with any attachments**
- Organizational budgets for the last three years**
- Letter(s) of Support for collaborative projects**

Yes **No (*Ineligible*)**

2. Is the applicant a 501(c)(3) organization or a non-501(c)(3) organization with a 501(c)(3) as a fiscal sponsor?

Yes **No (*Ineligible*)**

3. Is the applicant a public agency or private foundation?

Yes (*Ineligible*) **No**

4. Are the proposed project activities new or do they clearly expand upon existing work?

Yes

No (*Ineligible*)

5. As described, will the funding proposed be used for any restricted activities?

Yes (*Ineligible*)

No

6. Does the proposed project duplicate current or past projects funded by First 5 LA

Yes (*Ineligible*)

No