

Required Documents Checklist

The following documents are required and must be uploaded through the online system as part of the application package.

- ☐ **Certificate of Incorporation**; and/or **Notification of Registration** (proof of charitable status under the Income Tax Act); in addition to:
- ☐ **Certificate of Name Change** (if Certificate of Incorporation does not match organization's current legal name);
- ☐ **Current constitution** (or equivalent);
- ☐ **Current bylaws**;
- ☐ **Current list of Board of Directors, Officers and Executive Directors**;
- ☐ **Most recent Annual General Meeting minutes**;
- ☐ **Current year's operating budget**;
- ☐ **One of the following types of financial statements**:
 - ☐ Audited financial statements from the last completed fiscal year signed by external auditors; or
 - ☐ Review engagement report from the last completed fiscal year signed by external auditors; or
 - ☐ Compilation engagement report from the last completed fiscal year signed by external auditors; or
 - ☐ Financial statements from the last completed fiscal year endorsed by two signing officers of the Board of Directors; and
- ☐ **Provincial Child Care License(s)** (if applicable);
- ☐ **Proposed Budget Form** (itemized project budget, including two quotes for each item (details included in *Proposed Project Budget Form* available on the City's grant website);
- ☐ **Licensed Capacity and Current Enrolment by Program Form**;
- ☐ **Documentation to demonstrate the need for funds**;
- ☐ **Two letters of support** (these may not be from staff or board members); and
- ☐ **Declaration Form**.