



## ESSENTIAL DOCUMENTS

- Incorporation Papers (hard copy)
- Mission Statement
- Board List (include name, contact information (email), profession, member's business affiliations & current terms)
- Board of Director's by-laws
- Organizational Chart
- Strategic Plan
- Staff and volunteer's resumes
- Job descriptions
- Last fiscal year agency Audit Report
- Form 990
- Budget
- List of current year's income sources
- List of funders (past and present) (individuals, corporations and grants)
- Federal Tax I.D. Number
- IRS Tax Exempt Status Letter (hard copy)
- State Tax Exempt Status Letter (hard copy)
- DUNS Number
- Profile of agency's history, present services, number served
- Testimonials
- Media Coverage (press releases, television/news coverage, etc.).
- Brochures
- List of Partners/Agencies that you collaborate with, are a member of, or get support from
- List of Associations where you have an active membership
- "Americans with Disabilities Act" Plan
- Wish List (what does the Agency need in regards to good services, professional volunteers)