**SENATE DISTRICT 3 LEGISLATIVE GRANT PRELIMINARY APPLICATION CHECKLIST**

1. 1. Legal name of the applicant organization as described by its non-profit designation.
2. 2. The physical location of the organization.
3. 3. Address where the organization or its designee receives correspondence.
4. 4. Contact information for individual that the organization entrusts to act on its behalf and has knowledge of the organization’s operations. (Please include name, email, telephone #, mailing address)
5. 5. Nine Digit Employer Identification No. as assigned by the Internal Revenue Service. For “new” grant requests, the agency receiving grant **must be recognized as a Federal Domestic Non-Profit charitable organization eligible to receive tax-deductible charitable contributions** (IRS Pub. 557) and have been issued a Federal Employer Identification No. (EIN) and are up-to-date with annual filings.
6. 6. Primary purpose of the organization.
7. 7. The geographical area that the organization believes that it will draw from, and/or service.
8. 8. Acknowledge whether the organization has submitted to JCLS the appropriate paperwork from past grants, if applicable.
9. 10. Grant amount requested and date of the grant request.
10. 11. Give a brief description of how the funds are to be used. Be aware that state policy PROHIBITS THE USE OF FUNDS FOR:

* Purchase of alcoholic beverages and/or meals at restaurants or banquet facilities
* Donations and/or loans to other individuals or organizations
* Payment for gift cards and/or other gifts, entertainment or amusement activities
* Placement of funds in the custody of any individual
* Purchase of land, construction of facilities or permanent improvements to buildings, without express written approval
* Political activities, including the transportation of voters to polling places
* Out-of-state conference/travel costs *(except out-of-state travel for national championships and competitions).*

12. The 12. Senate district where the organization is physically located along with any other districts served by the organization.