

Charity Trust Board Application Guidelines

- Apply early. Don't wait until the deadline to submit, to avoid any glitches or missing documents.
- Must be Washington Secretary of State registered 501(c)3 organization.
- May only submit one application per quarter. Duplicates will be denied.
- May only receive one grant per calendar year.
- Must include proposed budget for the amount requesting, not entire budget.
- The CTB does not award salaries, stipends, vehicles, property or building purchases.
- Contact person on application must match the handwritten signature on application. This person must be authorized to sign and pick up any charity check.
- W9, 501(c)3 letter must match the name of the organization applying. (no sponsorships)
- W9 top line must be filled out with charity name, and signature at the bottom.

- Applications submitted on altered forms will be denied.

- Application must be submitted by email, fax, or mail.
- If emailing application, submit all documents into one single PDF file.
- Applications submitted after the end of business day deadline will be denied.

- You must send in an expenditure report 30 day after the last grant dollar was spent. This must be submitted before being eligible to receive another grant. Pay careful attention to the MOU specifications for compliance.

- MOU's cannot be changed or altered.