



Del E. Webb Foundation

GRANT APPLICATION FORM

12/5/16

Date

94-3108570

EIN

NV 89146

State ZIP

702-252-4663

Phone Number

Ronald McDonald House Charities of Greater Las Vegas

Name of Organization

2323 Potosi Street

Street Address

Las Vegas

City

Alyson McCarthy

Name of Correspondent

Executive Director

Title

alyson@rmhlv.org

Email

\$45,000

Amount Requested

\$185,507

Total Project Cost

1/1/17

Start Date

12/31/17

End Date

Yes

Ongoing? (Yes/No)

Will our grant go through a fund raising foundation? No (Yes/No) Number of Employees:

Do you have a Group Exemption Number? No (Number / No) Number of Volunteers:

\$100,000

\$32,000

OTHER FUNDING: TOTAL Amount Requested Amount Received/Confirmed

PRIMARY services provided by your organization: Ronald McDonald House (cornerstone program), Lunch Is On Us! Program, Ronald McDonald Family Room at Sunrise Children's Hospital, RMHC Scholarship Program, Care Mobile Mobile Dental Program for underserved rural and inner-city children throughout Nevada

BRIEF description of the project: The Lunch Is On Us! Program provides families of sick and injured children with a healthy meal daily while they are by their children's side in the hospital or at a local clinic receiving care. The program keeps families close when it matters most and alleviates the stress and financial burden on families with sick children.

What SPECIFIC parts of the project will be paid for by our funding: The grant funds will pay for the purchase of a refrigerated van, which is used to deliver the meals for the Lunch Is On Us! program.

What will happen if you do NOT receive our funding (Plan B): RMHC will attempt to receive funding from another source.

RONALD MCDONALD HOUSE CHARITIES® OF GREATER LAS VEGAS LUNCH IS ON US! PROGRAM

Mission Statement

Believing that every child deserves a comfortable and supportive place to grow, Ronald McDonald House Charities of Greater Las Vegas (RMHC) creates and supports programs that directly improve the health, education and well-being of children in our community. We fulfill our mission by providing a home-away-from-home at the Ronald McDonald House® for families who travel to Las Vegas to receive critical medical treatment for their children, and manage programs that service the immediate needs of children and families in our community.

Organization History

Currently, there are 362 Ronald McDonald Houses around the world. The first Ronald McDonald House was opened in Philadelphia in 1974, through the collaborative efforts of the Philadelphia Eagles NFL Football Team, McDonald's, and the Children's Hospital of Philadelphia. In Las Vegas, the community effort to establish a Ronald McDonald House involved the Junior League of Las Vegas, local McDonald's owner/operators and key members of the medical, construction and business communities. Originally incorporated in 1989 under the name of The Children's Inn of Greater Las Vegas, Inc., the Board amended its bylaws in January of 1995 and changed its name to Ronald McDonald House Charities (RMHC) of Greater Las Vegas.

More than 18 years ago, the RMHC opened its doors to the very first family in need of a place to stay while their child received critical medical treatment at a local hospital. Since 1998, we have provided temporary housing for more than 4,146 families for a total of 49,638 nights. In 2015 the Ronald McDonald House saved families more than \$434,600 in lodging costs (*Calculation based on average nightly lodging rates in L.V.*)

In addition to being the only organization that provides this critical service in Las Vegas, RMHC has a strong reputation, which has generated much goodwill and community support (both financial and in-kind). In 2012, the organization was named "Non-Profit of the Year" by the Las Vegas Chamber of Commerce. In 2013 and 2015, Ronald McDonald House Charities of Greater Las Vegas became the only Las Vegas non-profit organization ever to be honored as an "Exceptional Organization" by the Del E. Webb Foundation.

Current Activities

Today, RMHC of Greater Las Vegas has expanded its services beyond the Ronald McDonald House Program. RMHC offers additional programs that directly improve the health, education and well-being of children and families in our own community as well as beyond.

Ronald McDonald Family Room - The new Ronald McDonald Family Room at Sunrise Children's Hospital provides a special place of respite, relaxation, and privacy right on hospital grounds. Nutritious meals, snacks, and beverages, as well as overnight sleeping and daytime napping accommodations, offer family members a temporary reprieve from the often tense and chaotic medical setting – yet parents remain only steps away from their baby's bedside in the Neonatal Intensive Care Unit. The Del E. Webb Foundation generously provided first-year operating funds for this new program in 2015.

Ronald McDonald® Care Mobile – In partnership with Nevada Health Centers, RMHC of Greater Las Vegas launched a state-of-the-art mobile dental unit in 2005 to provide access to free and low-cost dental care for underserved children in five rural counties in Nevada, as well as inner-city neighborhoods throughout Las Vegas.

Local Scholarships – RMHC awards scholarships to local high school seniors who exhibit high potential but have limited access to career and educational opportunities. These scholarship funds come from local owner/operators of McDonalds restaurants. Many of the recipients would not be able to attend college or trade school if it were not for the RMHC Scholarship Program.

Lunch is On Us! – In an effort to help relieve the financial and emotional stress of having a critically sick or injured child receiving medical care, volunteers prepare and deliver healthy sack lunches in brightly decorated bags to families sitting bedside with their children at Sunrise Children's Hospital, the Children's Hospital of Nevada at University Medical Center (UMC), and Cure 4 the Kids Chemotherapy Center. More than 37,000 lunches will be delivered in 2016.

Need for the Project – Lunch Is On Us! Program

When a child is stricken with a serious illness or trauma and has to stay in the hospital, the entire family faces great hardship and emotional stress. The only thing on the parent's minds is their child's recovery, and most parents refuse to leave their child alone for even a moment. Whether it's because they don't think to eat, cannot afford to spend the money, or simply cannot bear to leave the room, many parents will go days without eating a regular meal -- perhaps eating only what is left over from their child's hospital meal tray or what is readily available in a nearby vending machine. The Lunch Is On Us! program provides these families with a basic nutritional need. The feedback that we receive from the hospital staff is that families are better able to cope with their circumstances after receiving something as simple as a turkey and cheese sandwich on wheat bread, granola bar, a piece of fresh fruit, cookies/chips, and juice in a brightly decorated brown bag. In many cases, it may be the only healthy food and the only positive experience they have that day.

Ronald McDonald House Charities® of Greater Las Vegas

Board of Trustees 2016

EXECUTIVE BOARD

Todd Sklamberg President	Sunrise Hospital & Sunrise Children's Hospital, <i>CEO</i>
Rick Fields Past President	Mandalay Bay Hotel & Casino, <i>SVP Casino Operations</i>
Denise Alderette VP, Fund Development	Nevada State Bank, <i>SVP Private Banking</i>
Alfred Pozos, PhD. VP, Operations	Psychologist and Management Consultant
Roger Jones VP, Strategic Planning	Alliance Tickets/VegasTickets.com, <i>VP & COO</i>
Torry Somers Secretary	Century Link, <i>VP Video Franchising & Legal Affairs</i>
Edward Janov Treasurer	Southwest Gas Corp., <i>SVP Corporate Development</i>
Eva Martin Member at Large	McDonald's, <i>Owner/Operator</i>

Board Members

Lee Barrett	Century 21 Barrett & Co., Inc., <i>Owner/Broker</i>
Laurie Biddle	Southwest Airlines, <i>Customer Service Agent</i>
Heidi Gonzalez	Vector Media, <i>General Manager, VP Sales</i>
Dr. Linda Johnson	Optum Nevada at Southwest Medical, <i>Senior Medical Director</i>
Lorraine Klemz	Lorraine Klemz Consulting, Inc., <i>President</i>
Brad McPherson	Southern Wine and Spirits of NV, <i>VP Human Resources</i>
Jerry Merrill	APAC, <i>Site Director, Las Vegas South</i>
Loraine Phelps	Marketing & Communications Consultant
Jason Salmonson	CORT Trade Show & Event Furnishings, <i>Reg. Dir of Ops.</i>
Bob Sheridan	Cox Communications, <i>Exec. Field Dir. Network Ops.</i>
Angelica Silveyra	NV Energy, <i>Manager, Customer Contact Operations</i>
Joyce Smith	Bank of Nevada, <i>SVP Regional Manager</i>
Kellie Vander Veur	McDonald's, <i>Owner/Operator</i>
Jeff Wells	Clark County Nevada, <i>Assistant County Manager</i>



RONALD MCDONALD
HOUSE CHARITIES®
GREATER LAS VEGAS

Board of Trustees

Todd Sklamberg
President

Rick Fields
Past President

Denise Alderette
VP, Fund Development

Alfred Pozos
VP, Operations

Roger Jones
VP, Strategic Planning

Torry Somers
Secretary

Edward Janov
Treasurer

Eva Martin
Member at Large

Angelica Aguirre-Silveyra

Lee Barrett

Laurie Biddle

Dr. Linda Johnson

Brad McPherson

Jerry Merrill

Loraine Phelps

Jason Salmonson

Bob Sheridan

Joyce Smith

Kellie Vander Veur

Jeff Wells

Alyson McCarthy
Executive Director

CEO AUTHORIZING STATEMENT

I, Alyson McCarthy, as the Executive Director of Ronald McDonald House Charities® of Greater Las Vegas, do hereby authorize the organization to submit an application to the Del E. Webb Foundation in support of the Lunch Is On Us! Program.

Alyson McCarthy
Executive Director
RMHC Las Vegas
December 5, 2016

RONALD MCDONALD HOUSE CHARITIES® OF GREATER LAS VEGAS (RMHC) LUNCH IS ON US! PROGRAM

Description of the Project

The Lunch Is On Us! program was created by RMHC Las Vegas, and there is no other program like it in Nevada. Established in 2004, the program provides healthy meals to families during difficult times. The goal of the program is to help relieve the financial and emotional stress of having a child in the hospital, by providing healthy sack lunches to families sitting at the bedsides of their sick or critically injured children in local hospitals. Volunteers are central to the program and assist in preparing and delivering the healthy sack lunches.

The program ensures that families are provided with at least one healthy meal a day to keep up their strength through a highly stressful time in their lives. They are provided with a free, nutritious lunch consisting of a turkey and cheese sandwich on fresh wheat bread, piece of fresh fruit, granola bar, juice, cookies/chips – brought to them in a special gift bag decorated by volunteers. Sometimes, this free lunch in a brightly decorated bag is the only positive experience these families encounter on that day.

RMHC collaborates with Sunrise Children's Hospital, University Medical Center, and Cure 4 the Kids Chemotherapy Treatment Center in delivering service through the Lunch Is On Us! program. These organizations provide access to the neonatal, pediatric, and intensive care units, the trauma center, the burn center, the oncology units, and the emergency rooms, so volunteers can deliver lunches directly into the hands of waiting family members. Nurses, social workers, and child life specialists also assist RMHC in distributing the lunches to families in need.

The target population for the Lunch Is On Us! program includes the family members from the Greater Las Vegas area, and children and families who travel to Las Vegas from outlying rural areas. This target population was chosen because Sunrise Children's Hospital and the Children's Hospital of Nevada at University Medical Center are the primary hospitals served by the Ronald McDonald House.

The program was recently expanded to include a third stop at the Cure for the Kids Cancer Treatment Center -- a pediatric outpatient chemotherapy clinic located directly across the street from Sunrise Hospital. This program expansion fulfilled an immediate unmet need in our community that was revealed in a recent assessment of our lunch program. The addition of another stop also necessitates the use of a refrigerated van to safely transport all 150 lunches daily to each of the three locations.

Project Timetable

The Lunch Is On Us! program will achieve a major milestone in early 2017 of serving 300,000 family members. During the grant period, which will include the calendar year of 2017, healthy sack lunches will be served to 37,000 family members. The following activities occur on a regular basis:

- Assess volunteer needs and schedule volunteers
- Inventory and order supplies on a weekly basis for lunches
- Prepare and deliver lunches (ongoing Monday-Friday)
- Plan, schedule and host volunteer appreciation activity (quarterly)
- Collect program statistics and data regarding numbers served
- Meet with hospital staff to evaluate program and increase awareness (ongoing and as needed)

Recently, the program also tapped into the expertise of volunteers from Mandalay Bay, a resort on the Las Vegas Strip. Several of Mandalay Bay's professional food preparers came and observed the program's lunch-making practices this summer to make suggestions on how to use best practices in the preparation and delivery of the lunches. The program received high marks and, aside from the confirmation that a refrigerated van is now needed for safe transport of the lunches, only a few minor changes needed to be made to the program. Those changes were easily incorporated into the process.

Projected Outcomes

The goals of the program are to alleviate the hardship parents and families experience when a child is in the hospital; enable parents and families to stay at their child's side during stressful and frightening times; and alleviate the anxiety and fear experienced by children during a hospital stay. Achieving these goals will result in fewer families going days without a healthy meal, and will lessen the emotional, physical, and financial strain experienced by family members. In doing so, we hope to improve the hospital experience for everyone and promote a supportive, healing environment.

The impact of the program is illustrated by the following family story:

Las Vegas parent Jill Gibson was a recipient of our Lunch Is On Us! program at Sunrise Children's Hospital when her 3year old son, Benjamin, was treated for a congenital heart condition. "With my son being so young, I never wanted to leave his bedside, not even for a minute," said Jill. "Those lunches don't just provide a healthy meal, they provide hope and cheer for families and children who can really use a lift in their spirits."

Amount of Grant Funding Requested

RMHC is requesting \$45,000 from the Del E. Webb Foundation. The funds will be used to purchase a refrigerated van for the program. An invoice and picture of the van is included here, with a description, as well as cost and supplier information.

Total Cost

Presently, it costs only \$3.72 per lunch. The total cost of the program for 2017 is projected to be \$185,507 -- of which \$140,507 is for program service delivery, and the remaining \$45,000 is for the purchase of the refrigerated van. The use of volunteers to prepare and deliver the lunches along with in-kind donations, helps keep the program costs low.

Sources of Other Funding

The Lunch Is On Us! program receives in-kind donations from the community, along with donations from foundations and companies. MGM Resorts Foundation has been a consistent, long-term program partner and provides at least \$50,000 per year for the program. Other sources of funding include NV Energy Foundation, Nordstrom, and the Engelstad Family Foundation.

Donor Recognition

The Del E. Webb Foundation will be recognized for its support with a naming opportunity. RMHC wants to "wrap" the van with our RMHC logo, mission pictures, and lunch program information. The wrap will also display the following wording: "Lunch Is On Us! is supported by the Del E. Webb Foundation."

Additional recognition can also include a local media release, as well as recognition on the RMHC website and in the RMHC Annual Report, which is sent to several thousand donors and volunteers each year.



GAUDIN FORD

DEAL # 74089

6625 Roy Horn Way • Las Vegas, Nevada 89118
Phone (800) 810-6270

Date 06/23/16

Salesperson WHEELER, BILL

VEHICLE BUYER'S ORDER

Purchaser RONALD MCDONALD HOUSE OF GREATER LAS VEGAS

Salesperson _____

Co-Purchaser _____

Phone (702) 252-4663

Address 2323 POTOSI STREET

City LAS VEGAS

I hereby agree to purchase from you under the terms and conditions specified, the following:

State NV Zip 89146

Quantity 1 New Demo Used 2016 FORD TRANSIT 150 VAN Stock # 6T1483

Motor No. 1FTYE1ZM9GKA83748 Upholstery PEWTER CLOTH Color OXFORD WHITE

TRADE-IN INFORMATION				TRADE-IN INFORMATION			
Year	Make	N/A	Body Type	Year	Make	N/A	Body Type
VIN				VIN			
Balance Owed To	N/A			Balance Owed To	N/A		
Address				Address			
Payoff	N/A	Good Until		Payoff	N/A	Good Until	
Quoted By	To:			Quoted By	To:		
	Used Car Allowance	\$	N/A		Used Car Allowance	\$	N/A
	Balance Owed on Car	\$	N/A		Balance Owed on Car	\$	N/A
	Net Allowance on Used Car	\$	N/A		Net Allowance on Used Car	\$	N/A

I certify that I have not tampered with or removed any safety nor emissions control equipment on any vehicle traded in nor has anyone else, to the best of my knowledge. If a trade in is involved, I certify that I am the sole true and lawful owner of that vehicle and that there is no lien, mortgage, unpaid balance on any conditional sales agreement or any other incumbrances of any kind except as shown on the face of this agreement. I understand any difference in the payoff shown will be the Buyer's responsibility and will be paid immediately upon notice. In the event that vehicle sold hereunder is a used vehicle, it is agreed that dealer assumes only such obligations to Buyer as are set forth on the face of this order or in a separate written instrument, if any.

X _____ X _____
Purchaser Signature Co-Purchaser Signature

DISCLAIMER OF WARRANTIES

Any warranties on the products sold hereby are those made by the manufacturer. GAUDIN FORD hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose, and GAUDIN FORD neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

If an Extended Service Contract is purchased portions of the Warranty Disclaimer may not apply. In the event any implied warranty will be specifically limited to the term of the Service Contract. I have read, understand and accept all provisions of the Warranty Statement covering this new vehicle that I am ordering, if applicable.

Customer Initial X _____

INCLUDES: REEFER QUOTE DATED 6/23/2016.

CASH DELIVERED PRICE	\$ 47342.25
DOCUMENT FEE	\$ 499.00
STATE SMOG INSPECTION	\$ N/A
TAXABLE SUBTOTAL	\$ 47841.25
NET STATE SALES TAX	\$ N/A
TOTAL SALES TAX	\$ N/A
TITLE FEE / DRIVE AWAY FEE	\$ 29.25
EXTENDED SERVICE CONTRACT	\$ N/A
TOTAL OF ABOVE ITEMS	\$ 47870.50
TRADE IN ALLOWANCE	\$ N/A
LESS BALANCE OWING TO	\$ N/A
TRADE IN ALLOWANCE	\$ N/A
LESS BALANCE OWING TO	\$ N/A
NET TRADE	\$ N/A
DEPOSIT RECEIPT #	\$ N/A
CASH RECEIPT #	\$ N/A
CASH RECEIPT # REBATE	\$ 3150.00
TOTAL DOWN PAYMENT	\$ 3150.00
FEDERAL TAX	\$ N/A
BALANCE DUE	\$ 44720.50

I have read the matter printed on the back hereof and agree to it as a part of this order, the same as if it were printed above my signature. Entire agreement is expressed herein in writing. No other terms or conditions, oral or written, will be recognized. All used cars or trucks sold "AS IS" and without guarantee as to condition, mileage, year or model, unless specified in writing. Salesperson cannot accept this order or obligate Seller in any manner whatsoever. Order is not binding on Seller until accepted in writing by authorized representative of Seller and until Purchaser's credit has been approved. I certify that I am of legal age and have read the foregoing order in full and agree to sign a Contract of Conditional Sale covering this order, by my signature below.

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

I HAVE READ THE MATTER ON THE BACK HEREOF AND AGREE TO IT AS PART OF THIS ORDER THE SAME AS IF IT WERE PRINTED ABOVE MY SIGNATURE, THE FRONT AND BACK HEREOF COMPRISE THE ENTIRE AGREEMENT AFFECTING THIS ORDER AND NO OTHER AGREEMENT OR UNDERSTANDING OF ANY NATURE CONCERNING SAME HAS BEEN MADE OR ENTERED INTO. I HEREBY ACKNOWLEDGE RECEIPT OF A COPY OF THIS ORDER.

THIS ORDER IS NOT BINDING UNTIL ACCEPTED BY DEALER.

BUYER CERTIFIES he is 18 years of age or older. THE OBLIGATIONS CONTAINED IN THIS CONTRACT ARE DUE AND PAYABLE IN LAS VEGAS, CLARK COUNTY, NEVADA.

PURCHASER: _____ DELIVERY DATE: 06/23/16

ACCEPTED BY: GAUDIN FORD DEALER SALESPERSON: BILL WHEELER

"No Installment Contract is hereby created. Full disclosure required by the Federal Consumer Protection Act will be made prior to consummation of a credit transaction in which the purchaser signs an installment sales contract."

**RONALD MCDONALD HOUSE CHARITIES® OF GREATER LAS VEGAS
2017 LUNCH IS ON US! PROGRAM BUDGET**

BUDGET ITEM	COST
Personnel	
Salaries & Benefits	\$29,417
Payroll Taxes	\$2,250
Employee Benefits	\$3,505
Professional Services	\$2,788
Supplies	
Food & Supplies	\$90,000
Other	
Refrigerated Van Purchase	\$45,000
Accounting	\$797
Volunteer Appreciation	\$478
Insurance	\$3,088
Taxes & Licenses	\$80
Utilities	\$652
Repairs & Maintenance	\$399
Meetings & Meals	\$292
Postage	\$345
Printing	\$903
Equipment	\$319
Computer & IT Support	\$743
Office supplies	\$186
Conferences and training	\$425
Auto, mileage, travel	\$2,689
Bank service charges	\$518
Public relations	\$531
Dues and subscriptions	\$102
Total	\$185,507

LUNCH IS ON US! PROGRAM BUDGET NARRATIVE

Personnel	
Salaries & Benefits	Allocated expense -- partial salaries for four staff; Operations Director, Business Director, Volunteer Coordinator, and Facilities Manager
Payroll Taxes	Social Security/Medicare
Employee Benefits	Insurance (medical, workers comp., FUTA)
Professional Services	Payroll company, independent contractors, etc.
Supplies	
Food & Supplies	Direct program costs -- Lunch supplies, including lunch bags, sandwich bags, bread, cheese, lunch meat, condiments, granola bars, fresh fruit, cookies, chips, fruit juice, Costs based on most recent purchase prices from lunch program vendors
Other	
Accounting	Allocated expense - annual audit
Volunteer	Quarterly lunch volunteer appreciation activities
Insurance	Allocated expense - liability insurance for RMHC, including coverage of property, guests, staff, volunteers, board members, and vehicles.
Taxes & Licenses	Allocated expense – business license, etc.
Utilities	Allocated expense - includes all utilities for the Ronald McDonald House, including phone and wireless services, gas, power, water, etc. The House is the facility used for all program operations.
Repairs & Maintenance	Allocated expense - includes repairs and maintenance of the Ronald McDonald House and equipment. The House is the facility used for all program operations.
Meetings & Meals	Allocated expense - costs associated with program education and awareness.
Postage	Postage machine rental and mailing rates for distribution of program related communications.
Printing	Copy machine rental, toner usage, fax services, and maintenance.
Travel	
Auto	Costs include: gas, registration, maintenance for RMH shuttle, which is used for shuttling families to and from the hospitals and lunch program operations.

Additional Personnel Details:

Stacie Lang, Director of Operations

Responsible for the day-to-day functional and administrative operations of the Ronald McDonald House, including policy enforcement. Manages House staff and RMHC programs, and prepares reports. Position requires Bachelor's Degree or 4 years combined training and experience.

Christine Fernandez, Volunteer Manager

Responsible for volunteer recruitment, training, and supervision. Also coordinates and schedules volunteers. Position requires Bachelor's Degree or equivalent work experience.

Donna Cline, Facilities Manager

Maintains facilities and automobiles; organizes and orders lunch supplies, trains and supervises volunteers, and prepares and delivers lunches when volunteers are absent. Position requires at least 3-5 years working experience and physical requirements necessary to perform essential job duties.

Stephanie Franks, Business Manager

Responsible for bookkeeping, payroll, grant management, licensing and insurance, scholarship allocations, and other daily activities related to accounting and business functions of the organization. Position requires Bachelor's Degree or equivalent accounting experience.



Del E. Webb Foundation Application Check List

PDF/Email #	Order	Done?	Description
1	1	<input checked="" type="checkbox"/>	Application Form
1	2	<input checked="" type="checkbox"/>	Mission Statement
1	3	<input checked="" type="checkbox"/>	Organization History
1	4	<input checked="" type="checkbox"/>	Current Activities
1	5	<input checked="" type="checkbox"/>	Need for the project
1	6	<input checked="" type="checkbox"/>	List of Officers/Directors
1	7	<input checked="" type="checkbox"/>	CEO Authorizing Statement
1	8	<input checked="" type="checkbox"/>	Description of the project
1	9	<input checked="" type="checkbox"/>	Project Budget
1	10	<input checked="" type="checkbox"/>	Amount this grant would fund
1	11	<input checked="" type="checkbox"/>	Sources and amounts of other funding
1	12	<input checked="" type="checkbox"/>	Time schedule with estimated completion date
1	13	<input checked="" type="checkbox"/>	If for equipment, a list showing description, supplier, cost
2	1	<input checked="" type="checkbox"/>	A completed Financial Information Form summarizing the attachments
2	2	<input checked="" type="checkbox"/>	Interim financial statements for the current year (less than 2 months old) signed by 2 officers
2	3	<input checked="" type="checkbox"/>	Prior year financial statements – preferably an audit (NOT password protected) OR internal statements signed by 2 officers
2	4	<input type="checkbox"/>	If a current audit is not available, an audit for a prior year (NOT password protected)
3	1	<input checked="" type="checkbox"/>	A copy of your most recent 990 tax return

NOTE: Scanned PDF format is preferred, 3 PDFs total, 1 per email to Grants@DEWF.org, with DEWF in subject line. There is no need to send to anyone's attention. Include this checklist with your files.