

## DETAILED APPLICATION GUIDELINES FOR COVID-19 CDFI GRANT PROGRAM

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The following is a complete list of the materials you will need to apply for the **COVID-19 CDFI Grant Program**.

*\*Applicants must upload all items except #1 Organizational Information. The Organizational Information section is an online questionnaire.*

### 1. Organizational Information: Online Questionnaire

The application will prompt applicants to enter the legal name and address of the headquarters of the entity seeking to receive an award. Email addresses and phone numbers will be requested for a lead contact person and/or the President or Executive Director.

### 2. Award Statement

Word document; max. 750 words

A statement which addresses the following question:

“How will a COVID-19 CDFI grant benefit your organization and help your organization withstand the COVID-19 health and economic crisis?”

In your statement, please explain if your organization:

- Has had a hard time attracting resources from public and private sources of funding;
- is vulnerable, due to insufficient operating and capital liquidity;
- serves low-income, low-wealth, or traditionally under-resourced communities and population

### 3. Latest Interim Financial Statements

PDF format preferred; No max. length

Please provide interim financial statements for your most recently completed quarter or month.

### 4. IRS Tax-Exempt Determination Letter(s) or Proof of CDFI Fund Certification

PDF format; No max. length

Provide copy(ies) of 501(c)(3) tax-exempt determination letter(s) from the U.S. Internal Revenue Service regarding the applicant organization’s charitable purpose and tax-exempt status OR provide proof of CDFI Fund certification (letter or other correspondence from the CDFI Fund).

### Questions and Technical Assistance

If you have questions about the application process for the **COVID-19 CDFI Grant Program** or experience technical difficulty with the electronic application, please send an email to Seth Julyan at [sjulyan@ofn.org](mailto:sjulyan@ofn.org)