## JEWISH COMMUNITY GRANT/ALLOCATION REQUEST - FINANCIAL REPORT SUBMISSION CHECKLIST

## WE NEED AGENCY LEVEL FINANCIAL INFORMATION

□ Please provide the following for the <u>AGENCY</u> level information (choose ONE option):

Option A:	OR	<b>Option B</b> :
<ul> <li>A completed AGENCY BUDGET form (Exhibit A)</li> <li>Agency balance sheet (a.k.a. statement of financial position) with the following information: Current fiscal year and prior fiscal year-end information in comparison format. For example, first column is current info, second column is prior fiscal year-end;</li> <li>Agency income statement with the following information: Current fiscal year and entire prior fiscal year-end (a.k.a. statement of activities) in comparison format. For example, first column is current info, second column is prior fiscal year-end</li> </ul>	<u>OR</u>	<ul> <li>Agency by prior fisca format</li> <li>Agency by Agency by Agency by Statement the follow Current if year-ence format. Current if fiscal yea</li> <li>Agency in following Current fiscal yea activities example second complete second com</li></ul>

- Agency budget vs. actual for your prior fiscal year-end in comparison format
- Agency budget for current fiscal year
- Agency balance sheet (a.k.a. statement of financial position) with the following information:

**Current fiscal year and prior fiscal year-end** information in comparison format. For example, first column is current info, second column is prior fiscal year-end;

 Agency income statement with the following information:
 Current fiscal year and entire prior fiscal year-end (a.k.a. statement of activities) in comparison format. For example, first column is current info, second column is prior fiscal year-end.

Please submit <u>all</u> the reports identified in the option you select.

Please see <u>http://mhfkc.org/apply-grant/jewish-community-cycle/</u> for Financial Documentation Requirements

SHOULD YOU HAVE ANY QUESTIONS ABOUT THE INFORMATION REQUIRED ON THIS CHECKLIST, PLEASE ASK **PRIOR TO** SUBMISSION OF YOUR GRANT APPLICATION.