



**If you organization is a first-time applicant for a Community Development Investment Fund (CDIF) grant, or if any of the information requested below has changed substantially subsequent to you organization's most recent previous CDIF request, please submit the following:**

1. A description of your organization's current activities.
2. By-laws; articles of incorporation; charter; current list of Board of Directors; and tax-exempt determination letter from the Internal Revenue Service.
3. Geographical and general descriptions of the area or neighborhood served and a description of any target population served.

**Please submit the following information:**

1. A list of key staff members and brief descriptions of their backgrounds.
2. A board resolution that authorizes the submission of the CDIF application and that states the date of the Board meeting, signed by the Secretary of the Board.
3. Most recent audited financial statements.
4. Current monthly financial statement (not more than one month old).
5. Assurance (evidence) that all Federal, State, Local, and debt obligations are met.

**If you working with a co-developer, the following information should be submitted:**

1. A description of the co-developer's previous experience.
2. A statement indicating the co-developer's financial capacity.
3. Information about the legal structure of the development entity and the ownership entity.
4. If the CDIF grant is to be loaned to the developer, please indicate the interest rate, amortization schedule, term, and any other pertinent conditions.
5. A board resolution that authorizes the joint venture, partnership, or other agreement, including date of board meeting, and signed by the Board Secretary.