

ANNEX E

CAPITAL PROJECT SUBMISSION CHECKLIST

APPLICANT ORGANIZATION: _____

Please check (√) the documents submitted and ensure that your email submission package includes **one signed scanned original of the following:**

DOCUMENT	REQUIRED	CHECK (√)
ANNEX A: Completed Application form; The Application Form must be fully completed and signed by the legal signatory(ies).	Mandatory	
ANNEX A1: Narrative Work Plan with Sustainability Plan or Exit Strategy	Mandatory	
ANNEX B: Capital Budget Detail	Mandatory	
ANNEX C: Sustainability Checklist	Mandatory	
ANNEX E: Submission Checklist	Mandatory	
Certificate of incorporation and list of Board of Directors*	Mandatory*	
Organization mandate, mission, and vision*	Mandatory*	
A copy of your organization’s most recent auditor’s statement, or if audit not complete or required by applicant, most recent fiscal year’s balance sheet and revenue and expense statement*	Mandatory*	
Supporting evidence of project need	Mandatory	
Coalition letters from the partners describing and confirming their involvement must be attached (ANNEX D). MOU’s are encouraged and recommended for joint submissions clearly outlining each organizations role and responsibility under the proposed project. Please note only one organization may submit on behalf of a coalition group	If Applicable	
Letters from all contributors confirming the nature and dollar value of their financial or in-kind support	If Applicable	
If your proposal involves hiring, attach a job description for each position, detailing tasks, reporting requirements, hours, remuneration including MERC's and benefits, and qualifications. If applicable, a union concurrence letter must be provided	If Applicable	

* If there are no changes, existing organizations under contract with Lu’ma Native BCH Housing Society, under the HPS funding stream, are not required to submit the following:

- Certificate of Incorporation
- List of Board of Directors
- Organization mandate, mission, vision
- Audit documents and or financial statements