

**METRO COUNCIL CLERK'S OFFICE
CHECKLIST - NDF, CIF, MAP**

Item	NDF NON-PROFIT
1	NDF Not-for-Profit Transmittal and Approval Form
2	NDF Application Checklist
3	Current NDF Application Form
4	Signatures and amounts of all listed Council offices
5	IRS Tax Exempt Status Determination Letter
6	Latest IRS Form 990/1120-H Tax Return based on whether an extension period was granted. Churches do not have tax returns.
7	Articles of Incorporation
8	Rev. October 2018 IRS Form W9
9	Faith Based Organization Certificate Form (if applicable)
10	Kentucky Secretary of State with good standing status
11	Annual Audit if required by organization
12	Current Budget
13	Bank Statements
14	Financial Statements
15	Cost estimates from proposed vendor if request if for capital expense

Item	CITY AGENCY NDF, CIF, MAP
16	Agency Request Form
17	Interagency Checklist
18	Signatures and amounts of all listed Council offices
19	Cost Estimate
20	Cost Estimate Descriptions

Item	COUNCIL ORIGINATED NDF
21	Council Originated NDF Form
22	Signatures and amounts of all listed Council offices
23	Sponsorship of an event: Event flyer and/or details regarding how the event was publicized.
24	Admittance to an Event: A list of the persons whose admission will be paid by the expenditure.
25	Fundraiser: Disclosure of how the net proceeds of the fundraiser will be used.

Other

Council District	
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Vendor	
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Legislative Asst.	
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Program	
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Council Member	
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Received in Clerk's Office	
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Returned to Council's Office	
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Compliant	Yes	No
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NOTE: It is the responsibility of each District Office to ensure that all paperwork is completed for the NDF, CIF, or MAP before submitting to the Clerk's Office in order to avoid any delays.