

# FY25 Main Street Improvement Program Grant Documents Application Checklist

## FOR ALL APPLICANTS

All applicants must upload the following documents in the **Application Attachments and Authorization section** of the application under DHCD Program Application Supplemental Forms:

- [Debarment Affidavit](#): a completed, signed, and dated document
- **Project Location Map**: a screenshot of the map must be obtained using the [DHCD Neighborhood Revitalization Mapper Tool](#). Input the project location address to verify that it is in and/or serves a designated Sustainable Community area. ([Sample Screenshot](#))
- **Applicant and/or Other Funds Letter(s) of Commitment (required only if the budget lists other funds – including those provided by the applicant)**: letters must be on organizational or company letterhead and include the dollar amount of contribution, reference the proposed or related project/activity and be signed.
- [Main Street Annual Work Plan](#)

## FOR NON-PROFIT APPLICANTS

In addition to the items listed under “all applicants” above, **nonprofit applicants must also** submit the following documents in the **additional upload section** within the application:

- [Corporate Resolution/Authorized Officers](#): completed, signed, and dated

Under the organizational documents upload section associated with the organization’s profile in the DHCD Project Portal, **nonprofit applicants must** verify and upload the most recent organizational documents:

- **Bylaws** – including any amendments
- **Articles of Incorporation** – including any amendments
- **Internal Revenue Service Letter of Determination**
- Screenshot Providing Verification of [Certificate of Good Standing](#) ([Sample Screenshot](#))
- **Charitable Registration Letter**
- [Current List of Board of Directors](#)