



**CONVERSE COUNTY, WYOMING
AID TO OTHERS FUNDING REQUEST CHECKLIST – FY2027**

SUBMISSION DEADLINE – APRIL 3, 2026

COMPLETE	APPLICATION	NOTES
	<p>Page 1: Complete all boxes; do not staple pages. You must have your own TIN/EIN/SSN before receiving any funding.</p>	
	<p>Page 2: Complete all questions; be specific. If necessary, attach additional pages/write “see attached” in boxes.</p>	
	<p>Page 2: Note that Question #17 is what will be included in your agreement for allowed uses for funding. These will be the <u>only allowed expenses for FY2026, so be sure to include everything you intend to use the funding for.</u> For organizations who utilize funding for monthly operations/services, that is what should be stated.</p>	
	<p>Page 2: List ALL funding sources for the current fiscal year.</p>	
	<ul style="list-style-type: none"> • Financial Statement: Assets, liabilities, income, expenses 	
	<ul style="list-style-type: none"> • Current budget (what you’re operating under now) 	
	<ul style="list-style-type: none"> • Proposed budget (what you’ll operate under for your next fiscal year) 	
	<ul style="list-style-type: none"> • Public liability insurance coverage certification document for the organization and/or the Board of Directors. Limits must be a minimum of \$1 million per incident and \$2 million aggregate. 	
	<ul style="list-style-type: none"> • Copy of a current W-9 (new requirement for the County) 	
	<ul style="list-style-type: none"> • NEW REQUESTS: Include a copy of your IRS designation letter that specifies the type of non-profit your organization is. 	
	<ul style="list-style-type: none"> • Signatures, printed names, dates (DON’T FORGET TO SIGN!) 	
	<p>SUBMIT ONE ORIGINAL AND FIVE COPIES to the Clerk’s office. <i>No staples, please! We put these in binders for Commissioners.</i></p>	
	<p>CONTRACT FOR SERVICES: The contract will be completed and provided to you for signature once the annual County Budget is finalized in July.</p>	