



508 Franklin Road, Franklin, TN 37069 615-790-2112, [www.christumcfranklin.org](http://www.christumcfranklin.org)

**The Betty & Frank Evans Grant Application**  
**SUPPORTING DOCUMENT CHECKLIST and SUBMISSION INSTRUCTIONS**  
**All documents must be received by November 1<sup>st</sup>**

**Document Checklist:**

Check the items below to indicate which of the following documents are included in each of the collated copies

- The 2025 Organizations Funding Application, fully completed with additional sheets attached if needed.
- The latest IRS letter(s) regarding current tax-exempt status under Section 501(c)(1), (2), or (3) of the IRS Code (or explanation of inclusion under another organization's exemption.)
- A Current and accurate list of organizations Board of Directors or Trustees.
- The current budget for the specific project for which funding is sought.
- From the most recent audit, enclose only the opinion statement from the accounting firm.
- From the latest 990 report, enclose only the first page.

If any of these documents are unavailable by the stated deadline, please state in writing on a separate sheet 1.) why they are not available and 2.) when we can expect to receive them.

All documents should be submitted to the Christ UMC Outreach committee via email to: [outreach@christumcfranklin.org](mailto:outreach@christumcfranklin.org) or mail (postmarked by November 1<sup>st</sup>):

**Christ United Methodist Church**  
**508 Franklin Rd.**  
**Franklin, TN 37069**  
**Attention: Evans Fund**

Please email Outreach if you have any questions.