

# Eligibility Matrix – Nonprofit

Review the Eligibility Matrix to see what documentation is needed to apply to the Surplus Property Program.

## Nonprofit Education

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered/curriculum
- Description of facilities: physical location, hours of operation, staff qualifications and duties
- Credentials of instructors (2-3 individuals)
- Copy of current license/accreditation or approval
- Number of individuals served annually

## Nonprofit Other

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered
- Description of facilities: physical location, hours of operation, staff qualifications and duties
- Number of individuals served annually

## Nonprofit Museums

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered
- Hours of operation and number of individuals served annually
- Letter (on official letterhead) indicating 1 (one) full-time employee works 40 (forty) hours a week or 2 (two) part-time employees work 20 (twenty) hours per week
- Description of facilities: physical location, hours of operation, staff qualifications and duties
- Inspection Agreement (signed)

## Nonprofit Health

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered
- Number of individuals served annually
- Description of facilities: physical location, hours of operation, staff qualifications and duties
- Copy of staff certifications (2-3 individuals)
- Copy of license/permit from DHS
- DHS contract (if available)

## Nonprofit Homeless

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered including number of individuals served annually
- Description of facilities: physical location, hours of operation, staff qualifications and duties
- Current letter from city/county officials saying that they recognize and refer individuals to this organization
- Letter (on official letterhead) stating that at least 51% of people served are considered homeless

## Nonprofit Impoverished

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered including number of individuals served annually
- Must state how the organization determines financial eligibility
- Description of facilities: physical location, hours of operation, staff qualifications and duties
- Current letter of certification from government official that recognizes current program
- If Daycare: license required
- If Community Action Program: Block grant required

## Nonprofit Older Individuals

- IRS 501c Ruling
- Articles of Incorporation Bylaws
- Detailed description of program/services offered including number of individuals served annually
- Letter (on official letterhead) stating that at least 51% of people served are considered elderly
- Copy of Older Americans Block Grant or Community Services Block Grant