

NONPROFIT AGENCY Eligibility Checklist (Education & Health)

For All

- Application Information page completed.
- Nondiscrimination Assurance & Authorized Representatives form – **signature in blue ink required.**
- Signature (**required in blue ink**) of Executive Director of Organization (same as on application page 1)
- Copy of IRS 501 (c) 3 ruling showing current address (same as application); group ruling for Catholic organizations.
- Comprehensive written description on **letterhead** including:
 - information on operated facilities
 - services offered
 - staff levels & qualifications
 - number of persons served
 - fees charged if any. (pamphlets or brochures with this information are acceptable.)
- Annual Report or Financial Statement showing funding.

NE (Nonprofit Education)

- Accreditation by State of Ohio Dept. of Education – copy of certificate or copy of page from State of Ohio Dept. of Education directory; page from list of Non-Chartered Non-Tax supported schools; or page from Board of Regents (higher education) listing.
- For **Sheltered Workshops** – copy of license from the State of Ohio Dept of Mental Retardation/Development Disabled (MR/DD)

MU (Museums, Public or Private Nonprofit)

- Information on type, purpose, tangible objects displayed, whether animate or inanimate, facilities operated, staff (at least one full-time qualified staff member), hours open to the public (**minimum of 1,000 hours annually**), either free or at a nominal charge, community and population served, and advertising methods. This information may be included as part of the description.

NH (Nonprofit Health)

Including child care centers, home health care and nursing homes

- Copy of license from the State of Ohio, Dept of Health (OHD), Mental Health (ODMH), or copy of page from published lists of Licensed Hospitals, Healthcare, Home Healthcare or Mental Health facilities. (**Nursing homes and home health care agencies are licensed annually and require annual update/renewal.**)