

## **EMERGENCY FOOD AND SHELTER PROGRAM**

### **APPLICATION SUBMISSION INSTRUCTIONS**

- Submit only the original. We will make copies for the funding committee.
- Do not staple; use a paper clip or spring clip.
- Do not submit a cover letter.
- Do not submit the self-determination checklist. It is only an aid for you.
- If you have not previously been funded through EFSP, include a copy of your IRS letter of determination that has your 501 (C) (3) number on it.
- Only attach schedules for the categories that you want funded. (For example: If you only serve meals you would only attach Schedule A). I will throw away blank schedules.
- Do not overwhelm us with wordage or attachments. The funding committee just needs a basic understanding of your program, not a lot of detail. Too much is often confusing.
- If you fill out your application by hand, make sure it is legible and easy to read.