

## **DOCUMENTS REQUIRED WITH APPLICATION**

**NOTE:** The applicant **must be a resident of Howard County**, and a **member of the non-profit organization**

Please submit the following documents with this application:

1. A copy of the organization's by-laws or charter
2. A letter from IRS documenting that the non-profit is registered and accepted
3. EIN-Employee Identification Number
4. Copies of promotional materials for the event which clearly identify the beneficiary of the fundraiser and the hours of the event.
5. A copy of the application and receipt of Form 990 or 990-N
6. Advise the estimated number of participants at the event
7. A certified letter from the property owner must be provided or on file
8. Organization must be in good standing with Maryland Department of Assessments and Taxation

**FAILURE TO PRODUCE THESE DOCUMENTS MAY RESULT IN YOUR APPLICATION BEING DENIED.**

A \$15 processing fee must be submitted at time of application. We accept the following: cash check or money order (Checks and Money Orders must be made payable to the Director of Finance: Howard County)