



P.O. Box 1974, Morgan Hill, CA 95038 • (408) 782-1008

Small Public Charity Questionnaire

The Internal Revenue Service does not require certain small public charities to apply for recognition as tax-exempt under IRS Section 501(c) (3) organization, as long as the organization normally receives less than \$5000 in income and is organized and operated exclusively for one or more the charitable purposes set out in 501 (c) (3). Please provide the following information in support of your organization qualifying as tax-exempt. **You do not need to fill this form out if your organization has a 501 (c) 3 tax status or has a fiscal sponsor who has a 501 (c) 3 status.**

1. What type of entity is this organization?
Corporation Trust Other _____
2. List the members of your governing board:
3. How often does your board meet? _____ Are minutes kept of the meetings? _____ Please provide minutes of the meeting authorizing application for this grant.
4. What is your fiscal accounting period?
5. List your gross receipts for the past three fiscal accounting periods:
 ___/___/___ \$_____ ___/___/___ \$_____ ___/___/___ \$_____

If the above averages more than \$5,000, please provide an explanation of any unusual receipts.
6. What is the charitable purpose of your organization as stated in your organizational documents?

[Please provide a copy of the organizational document [ie by-laws]
7. What activities/programs do you undertake to meet that charitable purpose?
8. What will happen to the organization's assets upon dissolution of the organization?
9. Do you prepare an annual budget? _____ If so, please provide a copy of your current year budget.

Questions should be directed to Mario Banuelos (408) 782-1008

Completed applications should be postmarked or hand-delivered no later than Apr. 30th or October 31
Mail to: MHCF, Att: Grants, P.O. Box 1974, Morgan Hill, CA 95038