

2024 Community Incentive Program Application Submission Instructions

Application Completion

- Template Forms (application, budget, activities to be funded)
 - Download all required templates from the Application page by clicking the button at the bottom of the [Community Incentive Program](#) website page
- Attend the Community Incentive Program FAQ session on May 26, 2023, at 10:00 am to learn about all changes applied to the 2024 program
- Send questions to PIAC@cchacares.com
 - Please note, CCHA team members can not suggest programs or guide the creation of programs for any organization applying
 - Questions must be geared towards the key priority areas, eligibility, or exclusion criteria

Application Submission

- All applications and required documents must be submitted in PDF, Word, or Excel format with no passwords
- All applications and required documents must be submitted with the following naming conventions
 - Required Documents
 - Application: 2024_CIP_Application_<Entity Name>
 - Budget: 2024_CIP_Application Budget_<Entity Name>
 - Additional Activities to be Funded: 2024_CIP_Activities to be Funded_<Entity Name>
 - Non-Discrimination Policy: 2024_CIP_Non-Discrimination Policy_<Entity Name>
 - Current W-9: 2024_CIP_W9_<Entity Name>
 - Current Operating Budget: 2024_CIP_Operating Budget_<Entity Name>
 - List of other sources of actual and expected funding: 2024_CIP_Funding Sources_<Entity Name>
 - Helpful Documents
 - IRS Determination Letter: 2024_CIP_IRS 501c3_<Entity Name>
 - Letters of Support: 2024_CIP_LOS_<Entity Name>
 - Additional supporting documentation: 2024_CIP_Supporting Docs_<Entity Name>
- CCHA team members will review all applications upon submission. If items are missing and/or parts of the application render the applicant ineligible, applicants will receive an email from PIAC@cchacares.com and will be given one (1) week to review and update/resubmit.

Application Review

- All applications will be reviewed from July 18th through November 1st. Please do not expect a status update regarding your application until after November 1st