

## **2018 Requirements and Attachments for SD CASA Grant (Portrait Format)**

- Grant completed, signed, and received by March 16, 2018
- Proof of NCASA membership and copy of current annual NCASA Local Program Survey
- Copy of program board membership
- Copy of current detailed operating budget
- Copy of any current memorandums of understanding and/or tribal resolution (On File)
- Copy of the last two year's actual income statement and balance sheet
- Copy of financial review or audit report
- Copy of IRS form 990 (most recent within past 18 months)
- Copy of program by-laws
- Copy of Internal Controls policy
- Copy of Conflict of Interest policy
- Copy of three – five year strategic plan
- Letter of support/recommendation from the judge that uses the CASA program
- Copy of board meeting minutes for 2017 and Executive Director reports
- Statistical Spreadsheet
- Site Visit Completed