



## BUSINESS CONTRIBUTOR APPLICATION CHECKLIST

### NEIGHBORHOOD ASSISTANCE PROGRAM TAX CREDIT

#### APPLICATION INFORMATION

- ☐ 1. **Nonprofit Organization Applicant:** Insert Nonprofit Organization Name
- ☐ 2. **Fiscal Year of Application:** Insert year in YYYY-YYYY format
- ☐ 3. **Program (select one):**
  - ☐ a. **Neighborhood Assistance Program (NAP)**
    - A tax credit of up to 65% of contribution can be awarded.
    - Requires a one-year commitment.
  - ☐ b. **Neighborhood Partnership Program (NPP) *Note: No new NPPs will be accepted during this reopening timeframe***
    - Businesses must contribute at least \$50,000 annually for a minimum of five years and are eligible for a 90% tax credit per year.
    - For partnerships more than five years, business contributions are eligible for an 95% tax credit per year.
    - Requires an executed Memorandum of Understanding between the nonprofit and the contributor.
  - ☐ c. **Special Program Priorities (SPP)**
    - A tax credit of up to 90% of contribution can be awarded.
    - Requires a one-year commitment.
  - ☐ d. **Charitable Food Program (CFP)**
    - A tax credit of up to 65% of contribution can be awarded.
    - Requires a one-year commitment.
    - Donations may be cash contributions or in-kind food donations.

#### REQUIRED CONTRIBUTOR DOCUMENTATION

- ☐ 1. **Electronic Clearance Form for Tax Credits**
  - [Revenue Clearance Form for Tax Credit and Economic Development Programs](#) must be completed online.
  - Must be completed when funding commitment is made.
  - No forms will be accepted after 5:00 pm on the application deadline. Failure to submit this form electronically will make a contributor ineligible.
- ☐ 2. **Commitment Letter**
  - On letterhead, dated, and signed.
  - Provide Contributor's FEIN, legal address, contact name, and email address.
  - Include: funding commitment amount, fiscal year, and applicant name.
  - Specific Requirements:
    - NPP – minimum donation of \$50,000 recurring for at least five years.
    - CFP – if an in-kind food donation will be made, the monetary value of the food needs to be identified.
- ☐ 3. **Memorandum of Understanding – for NPP ONLY**
  - Fully executed between the nonprofit applicant and contributor.
  - Outlines the multi-year relationship.