



City of Kansas City, Mo.
Neighborhood and Community Services Department
Neighborhood Tourist Development Fund
414 E. 12th St., fourth floor
Kansas City, MO 64106
(816) 513-3200 (p), (816) 513-3201 (f)
www.kcmo.org/neigh

Eligibility application checklist

This checklist is a supplement to Section B of the eligibility application.

Pre-eligibility checklist (complete before turning in eligibility application)

- B.1. Certificate of corporate good standing**
The Missouri Secretary of State issues this certificate. Only copies that are made from the official document, which has the raised state seal on it, will be accepted. For more information, call the Missouri Secretary of State (Kansas City branch), (816) 889-2925.
- B.2. Revenue clearance request**
The City of Kansas City, Mo., Finance Department has applications for this request. For more information, call the Revenue Division of the Finance Department, (816) 513-1135.
- B.3. Affirmative action certificate of compliance**
All agencies that conduct business with the City must have an affirmative action certificate of compliance, which is issued by the Human Relations Division of the City Manager's Office. For more information, call the Human Relations Division, (816) 513-1836.
- B.4. Organization's goal/mission statement**
This information must be submitted on the organization's letterhead.
- B.5. Names, addresses and phone numbers of board members**
- B.6. Resolution from corporate board authorizing application for funds**
This resolution must be submitted on the organization's letterhead and must be signed by the board president and/or the executive director.
- B.7. Voided check**
The voided check must be from the bank account the organization agrees to maintain as active for the purpose of fulfilling its contract with the Neighborhood Tourist Development Fund.
- B.8. Audited financial statements**
Audited financial statements for the past two years must be submitted.

Post-eligibility checklist (complete after being deemed eligible to apply for funding)

- **B.9. Financial information**
Financial information detailing sources of all revenue and expenses for the past two years must be submitted.
- **B.10. City vendor registration**
The organization must be a registered vendor in good standing with the City of Kansas City, Mo. For more information, call the General Services Department, (816) 513-1598.
- **B.11. General liability insurance**
The organization must provide the Neighborhood Tourist Development Fund program with a \$1 million certificate of general liability insurance within 30 days of funding approval.
- **B.12. Complete reimbursement during contract period**
The organization must agree to incur and request reimbursement for all approved expenses within the contract period.
- **B.13. Revenue clearance letter**
A City revenue clearance letter issued no more than 60 days prior to the request for reimbursement of expenses must be submitted. For more information, call the Revenue Division of the Finance Department, (816) 513-1135.
- **B.14. Complete documentation**
The organization must transmit the request for reimbursement on the required form and provide front and back copies of the canceled check with an invoice for every expense. All reimbursement requests must be submitted in duplicate.
- **B.15. Final reports**
The final reports must be submitted no later than 90 days after completion of the project but before the contract expiration date.
- **B.16. Logo usage**
The organization must include the Neighborhood Tourist Development Fund's logo and credit the Neighborhood Tourist Development Fund in all marketing and advertising. Copies of these documents must be submitted to the Neighborhood Tourist Development Fund staff.