The Non-Profit Training Resource Fund Application Checklist

In order for your funding request to be considered, the following required documents must be attached to the online Non-Profit Training Resource Fund donation application:

- A letter from an executive of your organization approving enrollment of specific employees in this class/course
- A detailed class/course description (one page maximum)

The following must be included in the detailed class/course description:

- The class/course title and objectives
- The dates and duration of the class/course
- The class/course location
- The number of individuals from your organization who will be attending the class/course
- The tuition rates
- The name of the organization providing the class/course
- A list of your organization's Board members including their board position, their employer and their job title
- Last available audited financial statement or a copy of filed tax form, if the organization does not have an audit performed
- A copy of the 501(c)(3) federal tax exemption letter of determination and, if applicable, evidence of your organization's authority to operate under the 501(c)-(3) of another organization; or, a letter on official letterhead providing the nine-digit tax identification number of the applying government entity or public school and signed by the senior officer
- (If applicable) A certificate of completion or other evidence of attendance to the most recent training previously funded or partially funded by the TD Charitable Foundation Non-Profit Training Resource Fund donation program