

EXHIBIT A ORGANIZATION INFORMATION FORM

Project Title _____

Please provide the following organizational information in the space provided.

Organization name as listed on all organizational documents.

Complete name(s) and title(s) of the person(s) authorized to execute agreements on behalf of the applicant as described in by-laws and/or corporate resolution.

Organization physical address.

Organization mailing address.

Organization telephone number and fax number (if available)

Organization website and email addresses (if available)

Federal Tax ID Number and Hawai'i General Excise Tax Number.

According to organizational documents, this organization:

Requires a corporate seal. Does not require a corporate seal.

Attach one set of the following required organizational documents.

1. Current Charter or Articles of Incorporation.
2. Current By-Laws.
3. Current Corporate Resolution, if required per by-laws.
4. A current Board of Directors list including names, titles, addresses, occupations, and terms of office for all officers and members of the Board of Directors.
5. A list of persons who will execute the project and manage the funded activities. Include descriptions of their education, work experience and qualifications. Current *curriculum vitae* may be used to provide descriptions of education, work experience and qualifications.
6. Copy of IRS verification of tax-exempt status, if applicable.
7. Current Financial Statements – signed and dated.
8. Current Certificate of Compliance from the State's Hawai'i Compliance Express program, government entities excluded.