To prequalify for grant funding offered through the DCNR and PennVEST partnership, potential applicants must submit the information detailed below, based on their organization type, for review prior to applying for the grant.

**Non-profit / Governmental Applicants (local governments, municipal authorities, county conservation districts, or other not for profit entities):**

- The last three years complete financial statements prepared by an independent CPA, if available (Audited, Reviewed, or Compiled)

- If CPA prepared statements are not available:
  - The last three years of Federal Income Tax returns for the applicant (Form 990, 1120H)
  - or
  - (for municipalities) three years of Annual Financial Reports submitted to DCED

**Private / For Profit Applicants (Corporations, Partnerships, Sole Proprietorships):**

- The last three years complete financial statements prepared by an independent CPA, if available (Audited, Reviewed, or Compiled)

- If CPA prepared statements are not available:
  - The last three years of Federal Income Tax returns for the applicant (Form 1120, 1120S; Form 1065, or Personal Form 1040)

- Breakdown of all long-term debts, with outstanding balances, maturity dates and currently monthly principal and interest payment requirements.

- **Sole Proprietorships:** personal 1040’s for the last three years and a current personal balance sheet of the proprietor.

All information should be submitted to:

Kelly Rossiter, AICP
DCNR, Bureau of Recreation and Conservation
400 Market Street, 5th floor
Harrisburg PA 17101
krossiter@pa.gov
(717) 772-3319 (for questions)

Email submissions or mailed hard copies will be accepted. Due to email size limitations, using a document transfer service like WeTransfer or Drop Box will likely be the most efficient method to transmit files electronically.