



GRANT BASED SERVICES APPLICATION

OVERVIEW:

Business Fraud Prevention can provide emergency internal control examinations along with setting up an internal control system for small businesses and small non-profit organizations. This service is provided by donations, sponsors and grants received by Business Fraud Prevention.

Our internal control examiners will complete a review of your books and records covering a specific period of time. Upon completion of the examination, the internal control examiner or consultant will set-up the Vitalics internal control program and train your organization on how to effectively use it.

In order to qualify for a free internal control examination or free internal control setup, the organization must be suffering a financial emergency and cash flow issue that has caused concern for their business operations. All candidates must submit an application and detailed letter explaining why they should receive a grant for a free internal control examination and / or set-up.

The following are not qualifying events for grant application acceptance:

- 1) Economic hardship
- 2) Bad management/owners
- 3) Poor budgeting or planning

Only screened and experienced internal control examiners and consultants will complete an examination and set-up of a qualified small business or non-profit.

Grant Based Services

Please complete the contact information page, grant application, and sign the grant application.

Select which grant you are applying for.

Internal Control Audits and Reviews

Customized Internal Control Program

APPLICATION INSTRUCTIONS –

- 1) Application and supporting documents submitted take 30 business days for processing.
- 2) **Applications with missing or incomplete information will not be processed.**
- 3) Additional supporting documentation **required:**

Detailed general ledger with debits and credits for 2-year period in Excel format.

Profit and Loss full calendar year comparison for 2-year period in Excel format.

Accrual Basis

Cash Basis

Balance Sheet full calendar year comparison for 2-year period in Excel format.

Accrual Basis

Cash Basis

- 4) Upload supporting documentation onto a flash drive *(if you wish to have the flash drive returned, enclose a \$5.00 handling fee).*
- 5) Mail application, supporting documentation and application to:

Business Fraud Prevention, Inc.

Attn: Grant Department

P.O. Box 7275

Loveland, CO 80537

CONTACT INFORMATION:

Name: (Last name, First name Middle Initial):	
Business Name:	
Business Mailing Address:	
Email Address:	
Business Telephone Number:	
Business Fax Number:	
Business website:	

I certify that the information submitted with this grant for services application is true and correct to the best of my knowledge. Falsification of any information on this application is grounds for denial or revocation of the grant for services. I understand any and all information provided in this application is subject to verification. If this application is accepted, I agree to abide by the Bylaws and Code of Professional Ethics of Business Fraud Prevention, Inc. A grant for services is not a right, it is a privilege and may be revoked at any time.



APPLICANTS SIGNATURE

DATE