

# Form A-1: Long Form Application Checklist

Name of Applying Organization: \_\_\_\_\_

Please submit an original plus 13 copies of the following **in the following order**:

Please 3-hole-punch all copies.

## REQUIRED DOCUMENTS

- Form A-1: Long Form Application Checklist (Authorized signature required)
- Form B: Application Cover Page
- Form C: Project Summary
- Form D: Mission Statement, Goals and Objectives
- Narrative Section
- Table 1: Audience and Visitor Information
- Table 2: Project Income
- Table 3: Project Expenses
- Budget Notes
- Form E: Board Resolution (Authorized signature required)
- Key Staff and Volunteers Roster and Short Bios
- Board Roster (and/or project planning committee) and Short Bios (voting members clearly indicated and dated)
- Articles of Incorporation (**Include with the Original copy only**) Circle here if: **On File**
- Certificate of Tax-Exempt Status (**Include with the Original copy only**) Circle here if: **On File**

## NON-REQUIRED ATTACHMENTS

*Applicants are highly encouraged to support and substantiate statements made in the Review Criteria Narrative with credible, relevant and current documentation, such as:*

- Program information, such as teacher guides, student guides, sample curricula or lesson plans, sample evaluation instruments (no more than 3 samples)
- Marketing Plan
- Websites (up to 3 printed pages from the website)
- Recent critical reviews or feature articles (no more than 3 clippings, no older than 3 years (10 years for national publications) with dates clearly indicated)
- Support letters (no more than 3)
- Work samples, such as publications or samples of other easy-to-package projects

## AUDIO-VISUAL DOCUMENTATION (OPTIONAL)

*Accepted formats:*

- CD or DVD (13 copies), containing, but not limited to: PowerPoint slide shows, Website imagery, audio files, video files, photographic documentation

*Please note, these audio-visual materials will be viewed outside the panel meeting by application reviewers and will **not** be returned.*

## EXECUTIVE DIRECTOR'S CERTIFICATION:

By checking every required box above and by signing below, I certify that this application is complete, in the correct order and reviewed by me.

Printed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_