

## Form A-2: Short Form Application Checklist

Name of Applying Organization:

Please submit an original plus 4 copies of the following **in the following order**:  
Please 3-hole-punch all copies.

- The following obligations have been met:
  - FY 2010 Contract Initiation Components by August 31, 2009
  - All required insurance documents are current
  - FY 2009 Final Report submitted by September 30, 2009 (excluding audit)

### REQUIRED DOCUMENTS

- Form A-2: Short 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**

### EXECUTIVE DIRECTOR'S CERTIFICATION:

By checking every required box above and by signing below, I certify that this application is complete and has been reviewed by me.

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

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