

Name of Applying Organization:	
--------------------------------	--

CCSD Long Form Application Checklist

Please submit FOURTEEN (14) sets (an original plus 13 copies) of the following in the following order:

Each application should be submitted in its own envelope. Label each envelope with the name of the organization and the number of the copy (1-13 or the word ORIGINAL).

Please 3-hole punch all copies.

REQUIRED DOCUMENTS

- Long Form Application Checklist
- Form A: Application Cover Page
- Form B: Project Summary
- Form C: Mission Statement, Goals and Objectives
- Form D: Board Resolution (signatures required)
- Narrative
- Table 1: Audience and Visitor
- Table 2: Project Income
- Table 3: Project Expenses
- Budget Notes
- Board Roster (voting members clearly indicated and dated) and/or project planning committee roster
- Biographies of key staff and volunteers
- 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 curricula or training guides
- Marketing plan
- Marketing and outreach materials, such as sample brochures and flyers
- 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
- Work samples, such as publications or samples of other easy-to-package projects
- Support letters (no more than 3)

AUDIO-VISUAL DOCUMENTATION (OPTIONAL)

Accepted formats:

- CD or DVD, 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.*