

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:
1. The applicant has satisfactorily completed City contracts over a three (3) year period.
 2. The applicant holds a rank of 3+ or higher.
 3. The applicant presented the same project for three consecutive years, at the same site, with the same key staff.
 4. The contractor has successfully met all of its current (e.g. an Exhibit A for a contract and insurance documents) and prior year obligations, including Final Report Packets.
 - FY13 Contract Components Deadline: August 31, 2012
 - FY12 Final Report Deadline: September 28, 2012
 5. This is not the fourth consecutive Short Form application (3-year limit before a Long Form is due again).

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 and the 2 accompanying question
- 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: _____