

## Form A-2: Short Form Application Checklist (All Levels)

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

### **THIS FORM IS NOT A SUBSTITUTE FOR READING THE ENTIRE GUIDELINES.**

Please submit an original plus 4 copies of the following **in the following order**:  
Please 3-hole-punch all copies. Do not 3-holepunch the original.

- The following obligations have been met:
  - FY 2011 Contract Initiation Components by August 31, 2010
  - All required insurance documents are current
  - FY 2010 Final Report submitted by September 30, 2010 (excluding audit)
  - The applicant is not currently debarred from entering into contracts with any government entity.

### **REQUIRED DOCUMENTS**

- Form A-2: Short Form Application Checklist (Authorized Signature required)
- Form B: Application Cover Page
- Form C: Mission Statement, Goals and Objectives
- Narrative Section (Refer to the Guidelines for all the questions.)
- California Cultural Data Project (CDP) Funder Report for City of San Diego Commission for Arts and Culture – Organizational Support Program Application (printout from the CDP website)
- Budget Notes
- Form D: Calculating Your Annual Operating Income (AOI) and Amount Requested
- Form E: Participation Table and Questions plus THREE (3) attachments, if applicable
- Form F: Board Resolution (Authorized signature required)
- Printout of a San Diego Art + Sol Calendar Listing
- Key Staff Roster and Short Bios (dated)
- Board Roster and Short Bios (voting members clearly indicated and dated)

### **EXECUTIVE DIRECTOR'S CERTIFICATION:**

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

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

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