

Form A-1: Long Form Application Checklist (All Levels)

Name of Applying Organization: _____

Please submit an original plus 14 copies of the following **in the following order**:
Please 3-hole-punch all copies. DO NOT 3-hole punch the original.

REQUIRED DOCUMENTS

- Form A-1: Long Form Application Checklist (Authorized signature required)
- Form B: Application Cover Page
- Season Highlights for the City's fiscal year for which you are requesting funding
- Form C: Mission Statement, Goals and Objectives
- Narrative Section (Questions vary for Levels I and II and Level III)
- 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:
 - Outreach to K-12 Schools Details
 - Outreach to Community Organizations Details
 - Inreach from Schools and Community Organizations Details
- Form F: Board Resolution (Authorized signature required)
- Form G: Governance Inventory
- Printout of a sandiego.org/artsandculture (ConVis website) User Report
- Key Staff Roster and Short Bios (dated)
- Board Roster and Short Bios (voting members clearly indicated and dated)
- Articles of Incorporation (**Include with the Original copy only**) Check here if **on file**:
- Certificate of Tax-Exempt Status (**Include with the Original copy only**) Check 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:

- Plans, for example strategic, diversity, debt reduction, etc.
- Program information, such as teacher guides, student guides, sample curricula or lesson plans, sample evaluation instruments (no more than 3 samples)
- 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)
- Programs or brochures (no more than 3 samples)
- Websites (up to 5 printed pages from the website)

AUDIO-VISUAL DOCUMENTATION (OPTIONAL)

Accepted formats:

- CD or DVD (14 copies), containing, but not limited to: PowerPoint slide shows, Website imagery, audio files, video files, photographic documentation
- Publications (14 copies)

*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: _____