

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. DO NOT 3-hole punch the original.

REQUIRED DOCUMENTS

- Form A-2: Short 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 (Refer to the Guidelines for all of the questions to be addressed)
- 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 the following
 - Outreach to K-12 Schools Details
 - Outreach to Community Organizations Details
 - Inreach from Schools and Community Organizations Details
- Form F: Board Resolution
- Form G: Governance Inventory
- Printout of a sandiego.org/artsandculture User Report
- 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 is complete and has been reviewed by me.

Printed Name and Title: _____

Signature: _____