

CHECKLISTS for ORGANIZATIONS

Applicant Name _____ Date _____

For detailed instructions, be sure to read *How to Apply* in each section, *Eligibility Requirements for Organizations* on page 26, and *Preparing Work Samples* on page 57.

ALL APPLICANTS INCLUDE ALL ITEMS IN CHECKLIST BELOW PLUS:

- The *Agency Acknowledgement Card*, self-addressed and stamped.
- Checklist – Attach this completed checklist to the top of your application packet.
- The optional survey form on page 67 helps us to provide better service.
- An adequately-sized, self-addressed stamped mailer if you want work samples returned.

QuickFund\$

- completed and signed application form 5
- budget form 5-B
- in-kind contributions (if applicable), use Supplement A form
- two-page response to narrative questions
- résumé or biography of key consultants, artists, or personnel (up to two pages each)
- current list of board of directors with affiliations and contact information
- copy of IRS tax determination letter
- support materials* and work samples** with an information list (if required) Limit to 10.
- three current letters of support

Public Programs in the Arts

- completed application form 5

Entry Track

- completed application form 5
- budget form 5-A
- in-kind contributions (if applicable), use Supplement A form
- up to five-page response to narrative questions
- résumé of organization staff (up to two pages each); indicate full or part-time status
- current list of board of directors with professional affiliations and contact information
- copy of IRS tax determination letter
- support materials* and work samples** with an information list (if required) Limit to 10.
- three current letters of support

*Support materials, such as a brochure, article, or letters of acceptance can strengthen your application.

**Work samples show quality of work and include images, manuscripts, DVDs, CDs. See page 57 for detailed instructions.

Public Art and Cultural Facilities

(Check Web site regarding suspension status)

Public Art Projects include:

- completed application form 5
- budget form 5-B
- up to four-page response to narrative questions
- résumé or biography of key consultants, artists, or personnel (up to two pages each)
- current list of board of directors with professional affiliations and contact information
- copy of IRS tax determination letter
- support materials* and work samples** with an information list (if required)
- three current letters of support

Capital Expenditures and Single-phase Renovation/Construction Projects

All required items above plus

- three current competitive bids.
- original specifications for bids with a comparative summary sheet attached.
- evidence of property or facility ownership or lease ownership or lease evidence.

Multi-phase Renovation/Construction

All required items above plus

- timeline and/or progress report keyed to the original plan and explain any delays or changes
- completed feasibility study (no more than three years old), drawings or color photographs of proposed construction, 8 x 11" blueprints, and an historic significance report, if applicable
- proof of adequate liability and fire insurance.
- outline of long-range plan (for at least 3 years)

Feasibility Studies

Public Art Project items above plus

- timeline
- evidence of community involvement and support