

NEW GENERATION GRANT APPLICATION CHECKLIST

DEADLINE: Thursday, March 5, 2020

Did you submit a letter stating your intention to apply by February 1, 2020?

Yes

Did you meet with United Arts staff prior to February 28, 2020?

Yes

Have you completed the online application form?

- Applicant Information
- Board of Directors & Staff
- Narrative Responses
- Program Budget & Budget Narrative
- Certification

Have you uploaded the required documentation to the online application form?

- Bios of Lead Personnel
- Promotional materials
- Evaluation Instrument
- Independent Audit (\geq \$300k) or Internal Review ($<$ \$300k)
- IRS Form 990

Have you mailed in or dropped off to United Arts?

Mailed items must be postmarked by the deadline.

- Audit: *if actual gross revenue is greater than or equal to \$300,000*
- Any other items (like promotional materials) that were not able to be uploaded to the online application



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