

# YOUTH ARTS

## GRANT APPLICATION CHECKLIST

**DEADLINE: Thursday, March 5, 2020**

**Have you completed the online application form?**

- Applicant Information
- Board of Directors & Staff
- Narrative Responses
- Work Samples and Description
- Program Budget and Budget Narrative
- Participation Statistics: *specific to Youth Arts programming only*
- Certification

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

- Bios of Lead Personnel
- Letter(s) of Intent: *if applicable*
- Promotional materials
- Evaluation Instrument
- Letter of Federal Tax-Exemption: *new applicants only*
- Letter of State Tax-Exemption: *new applicants only*
- 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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