

2021 Union County Local Arts Grant Program

FINAL APPLICATION CHECKLIST

Print this page and complete by hand.

Assemble materials into 5 sets. Place each set in a separate packet (pocket folder or envelope). Label all packets with your organization name. Label one packet “Original,” according to the following requirements:

All Application Packets (including “Original”) must include:

- All pages of Application, completed and signed on page 2, including completed Financial Data: Charts 1, 2 and 4* (Income, Expenses, In-Kind Contributions), and Special Project applicants must also complete Budget Financial Chart 3*
**GOS applicants only, in lieu of Charts 1 and 2, may furnish their own spreadsheets for all 3 relevant years, and indicate this on Chart pages. GOS applicants do NOT complete Chart 3.*
- ADA Questionnaire – completed (or formal 2020 ADA Plan)
- Required Support Materials**
 - ___ 1. Resumes of key artists or consultants
 - ___ 2. Resumes of key staff or volunteers
 - ___ 3. Media list
 - ___ 4. Samples (maximum 5) of publicity materials or event programs

Your “Original” Packet (ONLY) MUST also include:

- Pg 2 of Application bearing original signature (ink)
- Proof of IRS non-profit status
- For performing arts groups only, a performance sample (either a page listing 1 or 2 links to a performance, or a CD, DVD, or USB thumbdrive)

Optional Support Materials: Include one copy in “Original” packet only, if desired:

- Sample of performance (digital media or list 1 or 2 links) Photos (limit 2)
- Other (specify) _____

Name _____
Person completing application

Organization _____

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Office use only: Received by UC OCHA _____
Staff Member *Date*