

Submission Checklist

Please arrange submission materials in the order listed below, in eight (8) sets, each secured with a binder clip or paper clip. Each set should be collated and labeled with the festival or parade's name in the upper left corner. Each set should also be identified as "Original", "Copy"(2), or "Supplemental" and numbered (3-8). All eight sets should be submitted together in a single large envelope or box.

Checklist:

- Project Summary (Addendum A) with *ink signatures*
- Copy of IRS certification letter of primary organization [must show 501(c)3 or 501(c)6 charitable status]
- Narrative answers to questions 1 through 9 (page 5) on no more than 5 pages.
- A letter of commitment from the *host venue* on its stationery, Addendum D—*Host Venue* Form or Addendum J—List of Special Permits & Permissions for *Festivals & Parades*
- A proposed *workplan* for the event
- Prior marketing materials
- Project Budget including estimated expenses, income, and donations (Addendum B)
- Organization Annual Budget and notes (Addendum C) signed by the organization's financial officer
- Artistic Work Sample and Supporting Attachments with Addendum E
- Optional Curriculum Attachment (required if the event intends to educate youth and adult students. Applicants are encouraged to see Addendum I)
- Addenda F, G and H
- 1 self-addressed, stamped envelope (SASE) for the return of the Artistic Work Sample. Please make sure to include enough postage (in stamps, not a date postage-meter sticker) for the return of your work sample. If no SASE is submitted, the work sample will be destroyed after it is reviewed.

The Copy (Set #2) consists of photocopies of everything above, but does not include an Artistic Work Sample, or an SASE.

The Supplemental Copies (Sets #3 through #8) consists of photocopies of everything above, but does not include an Artistic Work Sample, and does not include copies of Addenda F, G and H.

- Please use a binder clip to secure each set of materials in the upper corner. Do not send materials in special binders or folders.
- Please gather all eight (8) sets of your application materials and submit them in one large box or envelope.

Please don't forget to make 1 copy of everything for your file