

2021-2022 GRANT CHECKLIST - PROGRAM SUPPORT 1

Applicant Name: _____

APPLICATION DOCUMENTS - ELECTRONIC

Upload completed versions of the following application forms and documents to your organization's Dropbox folder. Files should remain in their original format (PDF, Excel, Word) when uploaded.

- Grant Checklist
- Board Information Form
- Financial Forms
- Financial Form Attachments (Only if they were completed.)
- Grant Application Form – Program Support 1
- Grant Narrative
- Participation Statistics Form
- Universal Accessibility Checklist

APPLICATION ATTACHMENTS - ELECTRONIC

Upload electronic versions of the following application documents to your organization's Dropbox folder. The following file formats are acceptable: JPG, MP3, MP4, PDF, and QuickTime Movie.

- Audio-Visual Documentation Demonstrating Quality of Proposed Programming (Optional)
- Audit Report* (Optional)
- Samples of Organizational Evaluation Tools (not reports of results)
- Support Materials - publicity, reviews and marketing materials

APPLICATION PACKAGE MAILING

- Mail one hard copy of all application forms and documents to the Raleigh Arts Office mailing address.
- Do NOT include application attachments and proof of eligibility documentation.
- All pages must be printed single-sided.
- Grant application signature pages must be signed and have original signatures.
- Envelope must be postmarked no later than **Tuesday, January 5, 2021.**

PROOF OF ELIGIBILITY DOCUMENTATION - ELECTRONIC

New applicants that have never received funding from the City of Raleigh Arts Commission in the past must upload the following documents to their organization's Dropbox folder as PDF files. **Current or recent grant recipients should NOT submit these items unless their organization has revised them.**

- Federal Letter of Tax Exemption from IRS
 - Applicant exempted as 501(c)(3) public charity.
- State Letter of Tax Exemption from North Carolina Department of Revenue
- Articles of Incorporation
- Bylaws
- Conflict of Interest Policy

*NOTE: Any current grant recipient that submitted their most recently completed audit report to the Arts Commission in 2020 should NOT resubmit an additional copy with their grant application.