

ARTS SERVICES

APPLICATION CHECKLIST

DEADLINE: Thursday, March 7, 2019

Have you completed the online application form?

- Applicant Information
- Board of Directors
- Narrative Responses
- Program Budget and Explanations
- Participation Statistics: whole organization and Wake County
- Certification

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

- Bios of Lead Personnel
- 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
- Any other items (like promotional materials) that were not able to be uploaded to the online application