

# NEW GENERATION APPLICATION CHECKLIST

**DEADLINE: Thursday, March 8, 2018**

**Did you submit a letter stating your intention to apply by February 1, 2018?**

Yes

**Did you meet with United Arts staff prior to February 28, 2018?**

Yes

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

Applicant Information

Board of Directors

Narrative Responses

Program Budget

Certification

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

Bios of Lead Personnel

Promotional materials

Evaluation Instrument

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