



Statewide Arts Participation Initiative Grant Optional Application Checklist

Use this optional checklist to ensure a complete Statewide Arts Participation Initiative grant application package.

The application package must include one complete, collated set of items as follows:

- Grant Application for Organizations form.** Choose "Other" for the category and enter "Participation Round Three" in the blank. Ensure that an authorized official has signed the form.
- Detailed Budget form.** Itemize all expenses and sources of revenue for the 24 month grant period.
- Logic Model.** Follow the format specified in the guidelines.
- Narrative.** Not to exceed three pages. Identify each item by the appropriate letter and topic heading.
- Statement of Commitment.**
- Resumes.** For each person named in the Statement of Commitment. Resumes should not exceed two pages each.
- Timeline.** Follow the format specified in the guidelines.

For **each** partner organization (if any):

- One-page Description.** Of the partner organization, its role in this initiative, and key personnel involved.
- Letter of Agreement.** Between the applicant organization and the **partner organization**. Must be signed by both the applicant and the partner organization.
- IRS tax-exempt letter.** For the applicant organization.

OR if applying through a fiscal agent:

- Copy of fiscal agent's **IRS tax-exempt letter**, AND
- Letter of Agreement.** Between the applicant organization and their **fiscal agent**, outlining the working relationship and responsibilities of both parties. Must be signed by both the applicant and the fiscal agent.

Note: Incomplete applications will not be accepted.

