

# Application Checklist

Please use the checklist below to ensure all supporting documentation and attachments have been submitted with the application.

	YES	NO
Are all application questions answered thoroughly and completely?	<input type="checkbox"/>	<input type="checkbox"/>
Is application signed by the proper persons to approve application?	<input type="checkbox"/>	<input type="checkbox"/>
Is documentation of the school or nonprofit organization's 501(c)3 status attached?	<input type="checkbox"/>	<input type="checkbox"/>
Is a copy of the school or nonprofit organization's W-9 form attached?	<input type="checkbox"/>	<input type="checkbox"/>
Is the school or nonprofit organization's TIN/EIN number provided?	<input type="checkbox"/>	<input type="checkbox"/>
Is Project Plan completed and attached?	<input type="checkbox"/>	<input type="checkbox"/>
Is Proposed Budget Form completed and attached, including budget detail of expenses?	<input type="checkbox"/>	<input type="checkbox"/>
Is support demonstrated from City of Orlando neighborhood(s) in areas where project activities will take place?	<input type="checkbox"/>	<input type="checkbox"/>
Do all project costs over \$250 include at least three estimates from established vendors?	<input type="checkbox"/>	<input type="checkbox"/>
Is Volunteer Hours Pledge Form completed and attached?	<input type="checkbox"/>	<input type="checkbox"/>
Are all Letters of Intent forms completed and attached?	<input type="checkbox"/>	<input type="checkbox"/>
Are Letters of Intent for cash and in-kind contributions documented on the Proposed Budget Form?	<input type="checkbox"/>	<input type="checkbox"/>
Did member(s) from the nonprofit organization attend an Application Workshop?	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:**

Incomplete applications, including all required attachments and documentation, will not be considered.