

CITY OF HUNTSVILLE
HUNTSVILLE ARTS COMMISSION
 1428 ELEVENTH STREET Huntsville, TX 77340
 936-291-5424 FAX 936-436-1363

REQUIRED ATTACHMENT CHECKLIST/ACKNOWLEDGMENT OF APPLICATION

PLEASE FILL OUT ALL EXCEPT THE SHADED AREAS OF THIS BOX			
Project Title:		Project Number:	
Project Organization or Artist:		Requested Funding \$	Funding Received \$
Director & Tele #:		Completion Date:	
Category:	Reviewer: <input type="checkbox"/> _____		

INSTRUCTIONS: PROJECT DIRECTORS COMPLETE BOX BELOW

! *DEADLINE* for all attachments is March 16, 2017, at 6:00 p.m.

! Place an "X" in the box to the left of each item you are submitting.

! Please Do NOT BIND into notebooks or folders; your information will be copied for the Commissioners to review.

ITEMS MISSING (Staff Use ONLY)	<i>PROJECT DIRECTOR</i> CHECK OFF as PROVIDED	DESCRIPTION OF ITEM
APPLICATION FORM		
_____	_____	Organization/Project Information: I. Applicant Organization II. Project Title III. Signature of Project Director & <i>Two</i> Phone Numbers IV. Period of Support Dates V. Facility(ies)
_____	_____	VI. Project Description
_____	_____	VII. Estimated Number of Persons Expected to Benefit: <input type="checkbox"/> Project Participants <input type="checkbox"/> Projected Audiences VIII. Downtown/Huntsville Cultural District or Wynne Home Statement
_____	_____	IX. Budget Information: <input type="checkbox"/> Expenditures <input type="checkbox"/> Source of Funds <input type="checkbox"/> In-kind Support/volunteer work X. Authorizing Signatures
ATTACHMENTS - PROVIDED BY APPLICANT with application		
		<input type="checkbox"/> Project Expenditures and Source of Funds Budget Detail Page

		<input type="checkbox"/> Résumés of Key Personnel (limit - six pages total for <u>ALL</u> personnel)
		<input type="checkbox"/> Samples of Past Publicity (limit - five items)
		<input type="checkbox"/> Organizational History (one page)
		<input type="checkbox"/> Support letter (or other documentation) from any project partner that provides, or may provide, funding or other support. For example: HISD, SHSU
		<input type="checkbox"/> Self-addressed, stamped envelope for return of audio and/or visual support material only if you would like to have it returned to you
		<input type="checkbox"/> For visual art only: Installation and Maintenance Plan
		<input type="checkbox"/> Completed Checklist

REQUIRED ATTACHMENT CHECKLIST/ACKNOWLEDGMENT OF APPLICATION

Proj. Dir.: _____ Proj. Title: _____

Proj. #: _____ FY: _____

CORRECTIONS AND/OR ADDITIONS TO YOUR PROJECT:

1. _____
2. _____
3. _____
4. _____
5. _____

Other: