

# Lake Charles Partnership Grant Program **LCP-18/19-**\_\_\_\_\_

## Submission Checklist LCP FY2018–2019 (office use)

Organizations funded through this grant are ***required*** to submit the following items:

- \_\_\_\_\_ Typewritten—not handwritten—downloaded forms submitted by Friday, January 19, 2018.
  
- \_\_\_\_\_ Appropriate original application (*Project Assistance* **OR** *Organizational Support* **OR** *combination of both*) with signatures in blue ink with 7 additional copies on three-hole punch paper (8 sets total).
  - \_\_\_\_\_ A complete narrative form
  - \_\_\_\_\_ Project or organization budget form
  - \_\_\_\_\_ Provider of services form
  
- \_\_\_\_\_ Proof of non-profit status:
  - \_\_\_\_\_ IRS letter determining nonprofit tax exemption under Section 501(c)(3) OR
  - \_\_\_\_\_ Letter from the LA Secretary of State office
  - \_\_\_\_\_ Exemption because of governmental subdivision (public schools, parish libraries, municipal governments, state universities, etc.)
  
- \_\_\_\_\_ Proof of domicile
  - \_\_\_\_\_ Certificate of Incorporation from Secretary of State's office indicating city your office is located in
  - \_\_\_\_\_ Proof of most recent address as indicated on the Annual Report filed with Secretary of State
  
- \_\_\_\_\_ Board of Directors list including names and addresses, phone number, identifying officers, ethnic make-up, professional affiliation
  
- \_\_\_\_\_ Letter of Support from local school board and/or principal (for schools and projects working with school)
  
- \_\_\_\_\_ **NEW** work must be accompanied by a sample of work that illustrates artistic merit of artists involved
  
- \_\_\_\_\_ Organizational Support needs year-end financial statement for previous year or most current IRS 990 Form
  - \_\_\_\_\_ (optional) Most recent strategic, annual, or long-range plan—including estimated audience numbers for entire year (only 1 copy is needed)
  
- \_\_\_\_\_ **SUPPLEMENTALS:** Letters of support, brochures, reviews, programs, detailed budgets about your organization or project (to conserve resources, you may include a few items in each set of information and make 1 larger set to be passed around at the review panel)