

2012-2013 Operating Support Grant Application



5. Applicant Attachments

Please **DO NOT** use staples when putting together your application packages.

Please **DO** collate and three-hole punch your application and attachments.

All applicants must attach the following:

- | | | |
|---|--|--|
| IRS Tax Determination Letter | <input type="checkbox"/> one copy attached | <input type="checkbox"/> on file (previously submitted and no changes) |
| N. C. Solicitation License | <input type="checkbox"/> one copy attached | |
| Names and address of current Board of Directors/Trustees | <input type="checkbox"/> one copy attached | |
| Brochures or other marketing materials from 2011-2012 acknowledging previous Arts Council support of program & activities | <input type="checkbox"/> one copy attached | |
| Mission Statement | <input type="checkbox"/> 8 copies | <input type="checkbox"/> on file (previously submitted and no changes) |
| Conflict of Interest Policy | <input type="checkbox"/> 8 copies | <input type="checkbox"/> on file (previously submitted and no changes) |
| Assessment Policies | <input type="checkbox"/> 8 copies | |
| Organizational By-laws | <input type="checkbox"/> 8 copies | <input type="checkbox"/> on file (previously submitted and no changes) |
| Current Board approved Long Range Plan | <input type="checkbox"/> 8 copies | <input type="checkbox"/> on file (previously submitted and no changes) |
| Staff Organizational Chart | <input type="checkbox"/> 8 copies | <input type="checkbox"/> on file (previously submitted and no changes) |
| Job Description of Key Personnel | <input type="checkbox"/> 8 copies | <input type="checkbox"/> on file (previously submitted and no changes) |
| Certification of Executive Director/CEO evaluation signed by Board President | <input type="checkbox"/> 8 copies | |
| Employee Evaluation Form | <input type="checkbox"/> 8 copies | <input type="checkbox"/> on file (previously submitted and no changes) |
| 2010-2011 FY Audit with Management Letters prepared by an Independent Certified Public Accountant and Board responses. | <input type="checkbox"/> 8 copies | |
| Application (2 pages) | <input type="checkbox"/> 8 copies | |
| Narrative (10 pages maximum) | <input type="checkbox"/> 8 copies | |
| Comparison of year-end 2010/2011 vs. budget 2011/2012 vs. actual 2011/2012 through 12/31/2011 vs. budget 2012/2013 | <input type="checkbox"/> 8 copies | |

Level 3 applicants making a Supplemental Request:

- | | |
|--|-----------------------------------|
| Narrative for Supplemental Request | <input type="checkbox"/> 8 copies |
| Budget Detail for Supplemental Request | <input type="checkbox"/> 8 copies |

2012-2013 Operating Support Grant *Application*



6. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Signature of Chief Executive Officer

Date

Signature of Board President/Chair

Date