

# Application Checklist

OMB No. 3135-0112  
Expires 02/28/05

**For your application to be considered complete, all items must be included in your application package, which must be postmarked (or show other proof of mailing) no later than October 1, 2004. Applications that are determined to be incomplete will be returned.** Please complete the checklist below to make sure that all required material has been included in your application package. This is solely for your own use. This checklist does NOT need to be included in your application package.

- Self-addressed postcard.**
- Internal Revenue Service letter that reflects the applicant's current 501(c)(3) status** and legal organization name, or the official document that identifies the applicant as a unit of state or local government, or as a federally-recognized tribal community or tribe (two copies).
- The following **Application Forms** (one set with original signatures and two copies):
  - Basic Information
  - Application Narrative
  - Project Budget
  - Organization & Project Profile
- A **list of current board members** (two copies).
- Supplementary material** (three sets).
- For applications from groups other than state arts agencies, **letters from the relevant state arts agency(ies)** that reflect their support for and involvement in the project as the state's only application to this category (three copies).
- If appropriate to the project, a **work sample(s)**.
  - Audio or video cassettes, compact discs, CD-ROMs, DVD-ROMs, slides, etc. (one copy).
  - Printed material (two copies).
  - Work Sample Index

SEND YOUR APPLICATION PACKAGE TO:

Application Processing  
Room 815  
(Folk & Traditional Arts Infrastructure Initiative)  
National Endowment for the Arts  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001