



CHECKLIST FOR APPLICANTS

Check off as each step is complete!

I have read and understand all documents about applying for marketing funding for festivals, including CACVB Policy Statement, application, scoring and instructional sheets.

I have completed the entire application without omitting answers to questions.

I have included with my application all required supplemental sheets.

I have included a marketing plan.

I have included a detailed budget.

I have included copy of the most recent audit and/or financial statement and the most recent copy of IRS Form 990 (Long Form).

I have followed all submission requirements on the instructional sheet, including a cover letter and program narrative.

I have saved my application and supporting documents in PDF format.

I understand that I must email my application to burkhart@charlottesville.org no later than 5:00 p.m., Monday, August 1, 2016.

I have registered my organization as a vendor with the City of Charlottesville <http://www.charlottesville.org/departments-and-services/departments-h-z/procurement-and-risk-management/vendor-registration>