



## Grand Junction Commission on Arts and Culture Grant Application Check list

Applicants please note: This checklist includes required and optional ATTACHMENTS which may not be listed elsewhere on the application form. DO NOT INCLUDE THIS IN YOUR APPLICATION.

- Grant request is for the minimum amount required to successfully implement the project and does not exceed \$4500.
- Project will occur between March 31, 2020 and March 31, 2021.
- Contact person for your organization has signed the application and is able to present to the Arts Commission on either February 24 or 25. You will be notified of your date and time via email.
- At least 1 GJCAC Goal and 1 Objective are met by your project and this is explained in detail.
- All written information is correct and all financials have been double-checked.
- Written sections do not exceed stated word lengths.
- Copy of Certificate of Good Standing for your non-profit organization from the Colorado Secretary of State is attached. Available online at <http://www.sos.state.co.us/biz/BusinessEntityCriteria.do> or by calling 303-894-2200. **Not necessary for governmental entities and agencies.**

**Prepare 11 paper clipped copies for submission:**

### ***ATTACH IN THIS ORDER***

- Application
- Certificate of Good Standing, if applicable
- List of Board Members
- Project budget
- If project is a collaboration with other organization(s), letter(s) of intent
- If performance rights have been secured, attach contract
- If space has been secured, attach contract
- If guest artist(s) are mentioned in grant, attach letters of intent
- Previous or proposed sample marketing materials or ideas

**Mail or deliver to:**

Grand Junction Commission on Arts and Culture

1340 Gunnison Avenue

Grand Junction, CO 81501

*(No emails or faxes please)*

**SUBMISSION DEADLINE: MONDAY, February 3rd at 5:00pm**