

Grant Application Checklist

Name of organization (or individual for mini grant):

Event _____

Date of grant application _____

Applicants should respond to all the questions below and attached this Checklist to their application.

1. Is the project Plainfield based? ___(Yes) or ___(No)
2. Is the project art, cultural or heritage? ___(Yes) or ___(No)
3. For Organizations, are you applying as a 501(c)(3) of the Internal Revenue Code, documented with copies of your IRS letter of determination and W-9?
___(Yes)or___ (No)
4. For first time applicants, individuals and organizations, have you included copies of your NJ Business Certificate?_____(Yes)___ (No)
5. Are the addresses listed on the 501(c)(3) document, W-9, and Business Certificate the same? ___(Yes)_____(No)
6. Have you received a previous Plainfield Cultural and Heritage award this calendar year? ___(Yes) or ___(No)
7. If a previous year awardee, have you submitted all of your reports?___ (Yes) or ___ (No)
8. Is your application complete?___ (Yes) or ___ (No)

Have you enclosed 3 copies of each of the following six items below?___

- a. Project budget narrative (anticipated itemized expenses) included___
- b. Project narrative included___
- c. For organizations, 501(c)(3) letter of determination___

- d. Form W-9____
- e. NJ Business Certificate included (for first time applicants)_____
- f. Hard copies of application materials, to be dropped off at City Hall Clerk's office._____

9. Will the project have a broad impact reflecting Plainfield's cultural diversity?
____(Yes) or ____ (No)

10. Does the project fit into any of the following categories (check all that apply):

- a. Arts ____
- b. Crafts ____
- c. Language ____
- d. Music ____
- e. Writing and Literature _____
- f. Photography____
- g. Film____
- h. History/Social research____

11.Are you submitting your grant application according to submittal dates listed in the Guidelines? ____ (Yes) or ____ (No)

12.Will the grant be for re-granting, prizes, fundraising, refreshments, or travel related items?____ (Yes) or ____ (No).