



Prince William County Arts Council
14420 Bristow Road
Manassas, Virginia 20112

FY 20_____ Technical Assistance Grant Checklist

Name of Organization: _____

Date: _____ Grant Writer's Name: _____

Please ensure that your Grant is complete by using this checklist to double check you have submitted everything required.

- Your organization is a dues-paying member of the Arts Council
- Your grant application fits at least one of these three criteria:
 - 1) Requests consultation on/for particular artistic or organizational problem
 - 2) Requests funds to send authorized representatives to conferences or seminars
 - 3) Funds hardware or software for management purposes
- Your activity will be completed by June 30
- Your application requests \$500 or less in assistance.
- You have completed all sections of the application.
- The application cover sheet is signed by you or an authorized official of your organization.
- You have completed all sections of the application narrative.
- Your narrative follows the instructions:
 - 8 ½" x 11" paper with type on one side only
 - No more than 8 pages, excluding required support documentation
 - Typeface of 10 points or larger
 - Clearly identified "Narrative" answers with the appropriate heading for each of the six (6) points (e.g. "Name and Description of Activity" and section number "1")

Verification

<i>Arts Recreation Specialist</i>	<i>Arts Council Treasurer</i>
Name:	Name:
Date:	Date:

<ul style="list-style-type: none"> ○ The organization is a current dues-paying member of the Arts Council ○ The grant application fits at least one of these three criteria: <ul style="list-style-type: none"> ○ 1) Requests consultation for a particular artistic or organizational opportunity to improve ○ 2) Requests funds to send authorized representative(s) to conference(s) or seminar(s) ○ 3) Funds hardware or software for management purposes ○ The activity will be completed by June 30 ○ The applicant requests \$500 or less in assistance. ○ They have completed all sections of the application. ○ The application cover sheet is signed by the individual artist, or an authorized official of the requesting organization. ○ They have completed all sections of the application narrative. ○ The narrative follows the instructions: <ul style="list-style-type: none"> ○ 8 ½” x 11” paper with type on one side only ○ No more than 8 pages, excluding required support documentation ○ Typeface of 10 points or larger ○ Clearly identified “Narrative” answers with the appropriate heading for each of the six (6) points (e.g. “Name and Description of Activity” and section number “1”) 	<ul style="list-style-type: none"> ○ The organization is a current dues-paying member of the Arts Council ○ The grant application fits at least one of these three criteria: <ul style="list-style-type: none"> ○ 1) Requests consultation for a particular artistic or organizational opportunity to improve ○ 2) Requests funds to send authorized representative(s) to conference(s) or seminar(s) ○ 3) Funds hardware or software for management purposes ○ The activity will be completed by June 30 ○ The applicant requests \$500 or less in assistance. ○ They have completed all sections of the application. ○ The application cover sheet is signed by the individual artist, or an authorized official of the requesting organization. ○ They have completed all sections of the application narrative. ○ The narrative follows the instructions: <ul style="list-style-type: none"> ○ 8 ½” x 11” paper with type on one side only ○ No more than 8 pages, excluding required support documentation ○ Typeface of 10 points or larger ○ Clearly identified “Narrative” answers with the appropriate heading for each of the six (6) points (e.g. “Name and Description of Activity” and section number “1”)
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