

## JUBILEE FUND APPLICATION CHECKLIST

Project Title \_\_\_\_\_

Name \_\_\_\_\_

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

Signature of an official of the Sponsoring Organization

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### THE FOLLOWING APPLICATION ITEMS ARE COMPLETE:

- 1. Project Application information
- 2. Clear and feasible goals and objectives
- 3. Meets the Jubilee Fund Guidelines.
- 4. Amount of Jubilee Funds requested.
- 5. Meets appropriate Program Category.
- 6. Sponsor description complete.
- 7. Identified target population to be served.
- 8. Organization's Board of Directors/Administration mailing addresses.
- 9. Project schedule/timeline.
- 10. Described measureable results to be gained by proposed activity.
- 11. Full project Budget
- 12. Letters of support from Financial Contributors, In-Kind Donors, when possible
- 13. Additional information and/or documentation supporting the credibility of the project.
- 14. All requested/required signatures.

Revised: 12/1/15