**JUBILEE FUND APPLICATION CHECKLIST**

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

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of an official of the Sponsoring Organization**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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**