

## FY13 AIE After-School/Summer Residency Application Checklist

The AIE After-School/Summer Residency application package consists of **ONE COMPLETE SET OF ALL REQUESTED MATERIALS**. Check off each item on the checklist and enclose a copy of this page with the two requested signatures at the bottom. Send as one package with disc and printed support items.

**One computer disc or flash drive with separate files for each part:**

- Sections 1-6 (Applicant information)
- Section 7 (Excel Budget Page)
- Section 8 (Narrative Outline)
- Current Staff List  
(titles of all staff members with their areas of responsibility)
- Board of Directors/School District Officials  
(list of members with their areas of responsibility)
- Nonprofit Determination  
(copy of first page only)
- Examples of Representative Support Material  
(This file could include extra information about the artist(s), scanned or digital copies of brochures describing the activities, reviews, articles, or files describing a previous project similar to the application proposal. If appropriate, add an additional page with hyperlinks to online examples on your Website, Facebook page, or YouTube posts.)

**One printed copy of each:**

- Non-Roster Artists  
(additional information, if needed for review of non-roster artists)
- Artist Signatures
- Signed Checklist

By signing this application, the Executive Director or School Principal and Board President or School District Official for the applicant organization certify that the information contained in the application, including all attachments and support materials, is true and correct to the best of their knowledge, and that the organization will comply with the requirements outlined in the [Legal Requirements](#) section of these guidelines.

\_\_\_\_\_ signature of Executive Director or School Principal

\_\_\_\_\_ date

\_\_\_\_\_ signature of Board President or School District Official

\_\_\_\_\_ date