

# The Documentary Heritage Communities Program

## APPLICATION CHECKLIST

2017–2018



### Important

This checklist must be completed, signed by an authorized person, and included with all supporting documents.

General Information	
Name of organization:	
Project title:	
DOCUMENTS (Check the appropriate boxes)	Notes
<input type="checkbox"/> Completed Application Form signed by an authorized person;	
<input type="checkbox"/> Completed Project Budget Form;	
<input type="checkbox"/> Three to five-year strategic/business plan (if available);	
<input type="checkbox"/> Most recent Annual Report (if available);	
<input type="checkbox"/> Completed and approved financial statements of operations for the last two years, signed by two members of the Board of Directors (or equivalent);	
<input type="checkbox"/> Evidence of non-profit incorporation or registration as a charitable organization (for first time applicants);	
<input type="checkbox"/> Organizational chart;	
<input type="checkbox"/> List of current Board members (or equivalent) and list of full time staff, including position titles;	
<input type="checkbox"/> Proposals, agreements and/or terms of reference for tenderers, consultants, partners, etc.;	
<input type="checkbox"/> Letters of intent or confirmation letters from project hosting venues (if applicable);	
<input type="checkbox"/> Detailed list of exhibition content, including list of objects (if applicable);	
<input type="checkbox"/> Comprehensive project timeline;	
<input type="checkbox"/> Confirmation of other sources of funding (if applicable);	
<input type="checkbox"/> A letter of reference from a recognized national association or their municipality or province/territory for non-incorporated associations/organizations (if applicable).	

