



602 South Main, Joplin, MO 64801
phone: 417.625.4789 fax: 417.624.7948

2010 Grant Application Cover Sheet

Attachment #1

Name of applying organization: _____

Address (no PO boxes): _____

Phone number: _____ Fax number: _____ Email: _____

Organization president: _____

Project manager: _____ Contact number: _____

Event name: _____

Event date(s): _____ Location: _____

Website address: _____

Total Amount Requested: _____ Application Date: _____

Signature of Organization President

Signature of Project Manager

Checklist

Complete and/or include the following items with your application upon submission. Be sure to list the page numbers where each item can be found within your application and check off each item before you submit the application to insure that it has been included.

- | | | |
|--|--|-----------|
| <input type="checkbox"/> Project Manager meeting completed | <input type="checkbox"/> Project expenses | pg. _____ |
| <input type="checkbox"/> Contact information completed | <input type="checkbox"/> Primary mission summary | pg. _____ |
| <input type="checkbox"/> Marketing plan | <input type="checkbox"/> Sponsor packet & description | pg. _____ |
| <input type="checkbox"/> Budget grid completed (attached) | <input type="checkbox"/> IRS determination letter (attached) | |
| <input type="checkbox"/> Task list | <input type="checkbox"/> Proof of liability insurance (attached) | |
| <input type="checkbox"/> Time table | <input type="checkbox"/> Written bids if applicable (attached) | |
| <input type="checkbox"/> Project description | <input type="checkbox"/> All application questions completed | |