



## Application Checklist | FY2025 Cultural Facilities

### Required:

- Completed sections of online application form
  - Eligibility
  - Applicant Profile
  - Organization Information
  - Project Information
  - Project Narrative
  - Accessibility Project (if applicable)
  
- Balanced Project Budget with demonstrated matching funds
  
- Budget narrative
  
- 2 estimates for each aspect of the funding request
  
- 1 photo image of the exterior of the facility (.jpg no larger than 5 MB)
  
- 3-7 photo images of the project area and need (.jpg no larger than 5 MB)
  
- Profit and loss statement from most recently completed fiscal year
  
- Evidence of cultural activities

### If applicable:

- Facility improvement priorities plan (optional)
  
- Letter of support from building owner (if facility is not owned by the applicant)
  
- Letters of support (no more than 2) to demonstrate need
  
- Collections care plan (for projects involving collections environmental needs)
  
- Schematic drawings—visual representation such as floor/site plans, elevations for structure changes, etc.

**For accessibility projects:**

- \_\_\_ Architectural drawings (elevations and floor/site plans) with dimensions noted
- \_\_\_ Relevant pages from the ADA Checklist for Existing Facilities (optional)