

CAMPAC

MILWAUKEE COUNTY CULTURAL ARTISTIC & MUSICAL PROGRAMMING ADVISORY COUNCIL

Richard Clark, Administrator

2018 APPLICATION CHECKLIST

All the following document attachments must be submitted to the CAMPAC Administrator with your signed CAMPAC application prior to the application deadline. **Failure to provide these documents will constitute an ineligible application. If you need help with these critical documents, contact Rick Clark no less than 2 weeks before the due date.**

NEW APPLICANTS ONLY plus Organization & Financial Statement Information

- Federal IRS Letter of determination of tax exempt status
- Articles of Incorporation
- Organizational By-laws

ORGANIZATION INFORMATION (all applicants)

- List of current Board of Directors, with officers indicated.
- List and description of major performances, presentation, or other activities during the past 3 years (with dates and locations).
- Copy of last season brochures(s) and current season brochure(s).
- IRS Form 990 for the Fiscal Year ending in 2016 from organizations with an annual gross income of more than \$25,000, as required by IRS guidelines.
- Tax form **W-9 document, download and complete** (with signatures/applicant organization named)

FINANCIAL STATEMENTS (all applicants)

- Annual Financial Statement for entire organization for the fiscal year ending in 2016. (This must be an audited statement for organization with budgets over \$400,000, and a formal review for organization with budgets between \$200,000 and \$400,000.)
- Actual Income & Expense Statements for the fiscal year ending in 2017 (completed or to date).
- Income & Expense **Budget** for the Fiscal Year ending in 2018.

APPLICATION SUBMISSION DEADLINE

- Signature page showing signatures from both a **Board Officer** and from the organization **Executive/Managing Director**. For electronic submissions scan and create a PDF of the application signature page.
- For electronic submissions email application document and all required attachments to: ricktclark@gmail.com no later than 5 p.m. on September 18, 2017. Due to timing issues with various internet service providers, you are encouraged to submit your electronic application at least 2 hours prior to the 5 p.m. deadline to ensure timely submission.
- For paper submissions, the application and all required attachments must be postmarked no later than September 18, 2017.