FY 2012 APPLICATION CHECKLIST

Materials to be submitted

☐ Signed Application Cover Page(s)
☐ Proposed Scope of Work Narrative
☐ Attachment A: FY 2012 Budget for Proposed Scope of Work
☐ Attachment B: Targeted Return on Investment In Hotel Room Night Revenue Worksheet
☐ Attachment C: Personnel Schedule: Required for all positions being claimed against San Diego Tourism Marketing District Funds.
☐ Board of Directors List (if applicable): List of Board of Directors including business names and addresses.
☐ Disclosure of Business Interests (if applicable): 
☐ Certificate of Good Standing: Online printout from Secretary of State and Franchise Tax Board https://www.ss.ca.gov/business. All required filings must be current and the status of the business / corporation must have a current “Active” status.

Packaging Directions
When completing the packets please keep the following information in mind:
- Label each page with the organization name and page number.
- Use binders or binder clips – do not staple or bind any pages.
- Three (3) hole punch all pages.
- Maintain a margin of at least 0.5”.
- Always leave enough space to make the information legible.
- Use a font size of 12 point or larger.
- Keep responses clear and to the point.
- Submit one original packet of materials and eleven copies (total 12 application packets).

Deadline
All packets (regardless of delivery method) must be received by SDTMD staff by:
5 p.m. on Friday, October 22, 2010.

Packets must be delivered to:
San Diego Tourism Marketing District
Attention: Mr. Lorin Stewart
8880 Rio San Diego Drive
San Diego, CA 92108

Applicants who are awarded funds will then be required to submit the following documents in order to finalize an Agreement.

☐ Revised Scope and Budget (if award is less than amount requested)
☐ Proof of Insurance – Certificate(s)