FY 2016 A3 - GENERAL APPLICATION CHECKLIST

Materials to be submitted

☐ Signed Application Cover Page(s)
☐ EXHIBIT A: Proposed Scope of Work Narrative
☐ EXHIBIT B: FY 2016 Budget for Proposed Scope of Work (3 pages)
☐ EXHIBIT B1: FY2016 Budget Narrative (Template)
☐ EXHIBIT E: Targeted Return on Investment In Hotel Room Night Revenue Worksheet
☐ EXHIBIT F: 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):
☐ Audit Compliance Acknowledgement:
☐ Accounting Compliance Acknowledgement (pending):
☐ Certificate of Good Standing: Online printout from Secretary of State and Franchise Tax Board [www.ss.ca.gov/business](http://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 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 a total of twelve (12) printed hard copies and a PDF copy (on USB drive) of the full application and all required exhibits.

Deadline
All packets (regardless of delivery method) must be received by SDTMD staff by:
5 p.m. on Friday, October 17, 2014.

Packets must be delivered to:
San Diego Tourism Marketing District
Attention: Mr. Lorin Stewart
8880 Río San Diego Drive, Suite 800
San Diego, CA 92108

If awarded funds, applicants will 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)

08.29.2014