

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ AM/PM that the application was submitted.

**Follow-up Report is due:** \_\_\_\_\_

## INDIVIDUAL CATEGORY – APPLICATION CHECK LIST

### Members, did you complete:

- 1. Name of Applicant (either Adult or Minor) is completed
  - 2. Name of Parent/Guardian (if Minor) is completed
  - 3. Applicant's Mailing Address , including Postal Code
  - 4. Application's Certificate of Indian Status Number
  - 5. Phone Number, (in case the Administrator needs to speak to you)
  - 6. Cell Number
  - 7. Fax number
  - 8. Email Address
  - 9. Description of Community Development project/activity -
  - 10. Completion Date of Community Development project/activity (By what date, do you want to have your purchase, costs, etc paid by?)
  - 11. Name/address of organization/individual providing Community Development project/activity-if applicable
  - 12. Total Amount of Funding being applied for. (Example: Quote, Invoice, Receipts, Contract, Confirmation Letter)
  - 13. Category selected/indicated for Community Development project/category
  - 14. Explanation of how Community Development project/activity addresses the areas.
  - 15. **OPTIONAL** – Additional Comments or information
  - 16. Who payment should be made to, if application is approved.
  - 17. Declaration has Applicant's Name
  - 18. Signature of Applicant
  - 19. Date is completed
  - 20. Signature of Parent/Guardian if applicable
  - 21. Date of Signature of Parent/Guardian, if applicable
  - 22. Attach a quote that indicates how long the quote is effective (for example – is the quoted price good for 30 days, 60 days, etc?)
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