

Allocation Application Checklist

Thank you taking the time to consider submitting an application for funding through the Mammoth Lakes Recreation Allocation Application Process. The purpose of this application checklist is to serve as guide for the completion of the application to request funding for a program or project. All sections must be completed to have your application meet minimum requirements to be reviewed for potential funding by the MLR Allocation Committee.

Application Deadline is February 28 @ 5pm
Electronic submissions on the MLR website are mandatory
(This checklist is required to be submitted as the application cover page)

x	Section Number	Title	Special Notes
	0	Strategy & Process	Please review the strategy to ensure that your funding request meets the criteria
	1	Project Category	Select only ONE of the categories
	2	Basic Information	Complete all sections. Please be as detailed and specific as possible.
	2	Program / Project Description	Please provide a description of your program or project and how it benefits the public/community and the economic benefits (if applicable).
	3	Producing Entity & Contact Information	Complete all sections. If the organization does not have a website or a social media site please indicate as such.
	4	Organizations Tax Status	Please select the appropriate category.
	5	Organizational Finances	Please submit previous year's Profit & Loss statement and balance sheet, the year-to-date Profit & Loss statement and balance sheet, the current budget and projected program budget.
	6	Project Specific Budget	Please submit a program specific budget for each program or project you are requesting money for (Appendix A).
	Appendix A	Project Special Budget	This is a required form.
	Appendix B	Performance Report	Due 45 days after the completion of the program or project.
	Appendix C	Progress Report	If your program or project is still "in progress" please submit this form with your request for future funding.
	Appendix D	Measure R & Measure U Ordinances	Legislative Language
	Appendix E	Gift of Public Funds	Town of Mammoth Lakes Legal Interpretation.
	Appendix F	Measure R & U Logos and the Style Guide	Logos to be posted on all advertising materials.