

Checklist for a Complete Arkansas Festival Grant Application

In addition to the grant application, applicants must include the following in order for the application to be complete. **Failure to submit any of the required documents by the deadline will result in an incomplete application and will not be reviewed by the review committee.** Please use this sheet to double check that all required information is submitted.

- A complete application signed by the Chief Executive Officer (mayor or county judge) and the Primary Contact Person.
- Signed Certification Letter (enclosed with the application) from the Chief Executive Officer (mayor or county judge who signed the application).
- Resolution passed by the city council or the quorum court and signed by the mayor/county judge and the city/county clerk.
- The original application PLUS one copy is mailed.