

# CAMPAC

## MILWAUKEE COUNTY CULTURAL ARTISTIC & MUSICAL PROGRAMMING ADVISORY COUNCIL

Richard Clark, Administrator

### 2020 APPLICATION CHECKLIST

All the following document attachments must be submitted to the CAMPAC Administrator with your signed CAMPAC application prior to the application deadline. **Failure to provide these documents will constitute an ineligible application. If you need help with these critical documents, contact Rick Clark no less than 2 weeks before the due date.**

#### NEW APPLICANTS ONLY plus Organization & Financial Statement Information

- Federal IRS Letter of determination of tax exempt status
- Articles of Incorporation
- Organizational By-laws

#### ORGANIZATION INFORMATION (all applicants)

- List of current Board of Directors, with officers indicated.
- List and description of major performances, presentation, or other activities during the past 3 years (with dates and locations).
- Copy of last season brochures(s) and current season brochure(s).
- IRS Form 990 for the Fiscal Year ending in 2018 from organizations with an annual gross income of more than \$25,000, as required by IRS guidelines.
- Tax form **W-9 document, download and complete** (with signatures/applicant organization named)

#### FINANCIAL STATEMENTS (all applicants)

- Annual Financial Statement for entire organization for the fiscal year ending in 2018. (This must be an audited statement for organization with budgets over \$400,000, and a formal review for organization with budgets between \$200,000 and \$400,000.)
- Actual Income & Expense Statements for the fiscal year ending in 2019 (completed or to date).
- Income & Expense **Budget** for the Fiscal Year ending in 2020.

#### APPLICATION SUBMISSION DEADLINE

- Signature page showing signatures from both a **Board Officer** and from the organization **Executive/Managing Director**. For electronic submissions scan and create a PDF of the application signature page.
- For electronic submissions email application document and all required attachments to: ricktclark@gmail.com no later than 5 p.m. on September 23, 2019. Due to timing issues with various internet service providers, you are encouraged to submit your electronic application at least 2 hours prior to the 5 p.m. deadline to ensure timely submission. SEE GUIDELINES FOR PHYSICAL DROP-OFF AND MAILING PROCEDURES.
- For paper submissions, the application and all required attachments must be postmarked no later than September 23, 2019, or hand delivered before 5PM.