

2019 National Philanthropy Day® Awards Application Checklist

Please complete and sign a checklist for each application or category.

Organization Name: _____

Nominee: _____

— Honoree has been notified of application

— Nominee is available to be present on 11/15

Category: _____

Narrative:

— Three pages

— One inch margins

— Single spaced

— Criteria met and described in application

— 12 point font

Letters of Recommendation:

— Signed by outside organizations

— Minimum two recommendations provided (*cannot be signed by board chair or development staff member*)

— Included in pdf

Short Bio:

— 200 words or less

— Included in pdf

Long Bio

— 500 words or less

— Included in pdf

Photo:

— 3.5 megabytes

— Jpeg format

Logo (Outstanding Corporations only):

— Jpeg format

Budget (Outstanding Fundraising Program Only):

— Nonprofit's budget submitted in pdf

— Specific fundraising program budget submitted in pdf

Nominee's membership in AFP (Outstanding Fund Raising Executive Only)

— Confirmed membership

All applications are due to APF by 5pm on May 31. No exceptions will be made.

Application Completed By:

Signature