

## 2018 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