**2021 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 11/12**

**Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Narrative:**

* **Three pages**
* **Single spaced**
* **12 point font**
* **One inch margins**
* **Criteria met and described in application**

**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, 2021. No exceptions will be made.***

**Application Completed By:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**