**2024/26 Design Challenge Grant Applicant Checklist**

***Please be sure that you are including all the materials listed below with your grant application. Applications missing any of these materials will NOT be reviewed or processed. All of these materials are mandatory for processing.***

**\_\_\_\_\_ Completed and signed letter of intention**

**\_\_\_\_\_ Completed and signed application form**

**\_\_\_\_\_ High-resolution photographs showing the building façade prior to improvements as**

**well as after improvements**

**\_\_\_\_\_ Signed sexual harassment / non-discrimination policy agreement**

**\_\_\_\_\_ An 8.5’ x 11’ sketch plan at minimum, indicating completed project**

**\_\_\_\_\_ Manufacturer’s material specification sheet for each material used on the project**

**\_\_\_\_\_ Current Certificate of Insurance for all contractors performing work on the project**

**\_\_\_\_\_ If you’re paying by check, we need the front and back of your check for proof of**

**payment**

**\_\_\_\_\_\_ Write a short letter detailing why you have chosen your vendor. The state will need**

**proof that you have reached out to at least three vendors for estimates**

**\_\_\_\_\_\_Please include the COI of the vendor you’ve chosen AND a signed contract**

If you have any questions, please call our office 215-536-2273 or email [naomi@quakertownalive.com](mailto:naomi@quakertownalive.com).

Naomi Naylor

Executive Director

Quakertown Alive!