



## Application Package Submission Checklist (Award Level)

Use the following checklist to ensure compliance to the required specifications prior to submission of the Application Package. Include a copy of the completed checklist behind the blank cover page in the original document only. Clearly mark the original application (with original signatures) on the Cover Page – “ORIGINAL”.

1. The Application Package should be bound, preferably with spiral binding and include tabbed dividers. One hard copy and one flash drive should include the following documents assembled in the order below:
  - a. Blank Cover Page affixed to the front of the application. Clearly mark copy as the “ORIGINAL”.
  - b. Completed Application Package Submission Checklist.
  - c. Title Page with applicant name. May include logo and other information as desired
  - d. Table of Contents.
  - e. Publicity, Ethics & Release Statement form with signature of Authorizing Official.
  - f. Copy of letter of Certification of Eligibility, Copy of Eligibility Certification Forms.
  - g. Organizational Chart, along with organizational chart for parent organization, if a subunit.
  - h. Glossary of Terms and Abbreviations.
  - i. Award Level: Organizational Profile/Categories/Items/Areas are addressed and properly labeled. (Use of labeled section tabs is recommended). Organizational Profile contains 5 pages labeled as pages *i-v*, Category Item responses 1.1-7.5 have a 50-page maximum labeled as pages 1-50.
  - j. Document size meets requirements. (8 ½ X 11 inches) Pages are numbered consecutively beginning with the response to criteria. **Pages must be printed one side only.**
  - k. All font size and margins meet requirements (¾ inch margin on left, ½ inch on right sides; Minimum 10 pt Arial or Times New Roman including font size in picture captions, graphs, figures, data tables. Two columns will be used. **(Final size after any resizing of objects).**

**Note: If an application does not adhere to stated page limits and formatting standards, applicant will be granted 72 hours from point of notification to make corrections and resubmit to Quality Texas Foundation.**

  - l. Blank back page.
  - m. Complete application is bound, preferably with spiral binding and tabbed dividers.
2. Check or money order is enclosed, payable to Quality Texas Foundation.
3. One hard copy of the application is included.
4. One Flash drive of the complete application is included. The application and all components should be saved in .pdf format as one file and not in sections. The file should not be scanned and saved as .pdf due to image sizes. Flash drive file must be less than 5MB. The information contained on the flash drive must match and include all hard copy application details. The Examiners will assess your application using the electronic version loaded to a secure website specifically created for this purpose. **\*If flash drive size is greater than 5MB, the application will be disqualified because it will exceed the website capacity.**
5. Applications must be consigned to an overnight delivery service by the application deadline listed in the Key Dates on our website. It is recommended that all Application Packages Submissions be shipped with a delivery service to avoid delays in delivery to the Quality Texas Foundation office.

All applications w/flash drive should be shipped to:

Quality Texas Foundation  
201 Woodland Park  
Georgetown, Texas 78633-2007  
Attn: Award/Recognition Department