

## 2024 National Philanthropy Day® Awards Application Checklist

Use the following checklist to be sure you have everything you need in your application submission!

### Nominee:

- Nominee has been notified of application
- Nominee is available for lunch on 11/13

### Narrative:

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

### Letter of Recommendation:

- Signed by outside organizations
- Minimum one recommendation 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:

- High-resolution

### Logo (Organization nominees only):

- High-resolution

### Budget (Outstanding Fundraising Program Only):

- Nonprofit's budget submitted in pdf
- Specific fundraising program budget submitted in pdf

### Nominee's membership in AFP (Outstanding Fundraising Executive Only)

- Confirmed membership

*All applications are due to AFP by 5pm on May 31, 2024. No exceptions will be made.*