

## 2017 EXEMPLARY AWARDS PROGRAM CHECK-LIST

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Before sending us your application, use this check-list to make sure we will receive all the required materials. Good luck and thank you for applying!

- Application Cover Sheet completed and **signed** by the:
  1. Program Director
  2. Nominating organization or agency
  
- Include the Application Cover Sheet, Table of Contents, and an Abstract (1 page each for a total of 3 pages)
  
- The application, in its entirety, does not exceed 20 pages.
  
- The application is single-spaced, typed on one side of the page, with 1-inch margins and an 11- 12-point font.
  
- Answer **ALL** questions under the Program Narrative section.
  
- Include an Organizational Chart for the program and a Budget Narrative.
  
- Proofread the application for clarity, comprehension, grammar and spelling.
  
- Please email the completed application to Tracy Flinn at [tflinn@nasadad.org](mailto:tflinn@nasadad.org).
  
- Please mail a copy of the completed application (postmarked by **Friday May 5, 2017**) to:

**ATTENTION: Exemplary Awards Program**  
**NASADAD**  
**1919 Pennsylvania Avenue, NW**  
**M-250**  
**Washington, DC 20006**