



TAPE Award Level Application Package Submission Checklist

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.

1. The application package should be bound, preferably with spiral binding and tabbed dividers. Two hard copies and one CD should include the following documents and be assembled in the following order:
 - a. Blank Cover Page affixed to front of application. Clearly mark one copy as the "Original".
 - b. Completed Application Checklist (Original copy only).
 - 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 organization chart for parent organization if subunit.
 - h. Glossary of Terms and Abbreviations.
 - i. 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 1.1-7.6 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.
 - k. All font size and margins meet requirements (¾ inch margins on all sides; Minimum 10 pt Arial or Times New Roman). These requirements include font size in picture captions, graphs, figures, data tables, and appendices. (Final size after any resizing of objects).

Note: Applications that do not adhere to stated page limits and formatting standards will be disqualified.

- l. Blank back page.
2. Check or money order is enclosed, payable to Quality Texas Foundation.
 3. Appropriate number of copies is submitted: 1 original and 1 additional hard copy.
 4. One CD 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. CD file must be less than 5MB. The information contained on the CD 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 CD size is greater than 5MB, the application will be disqualified.***
 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 be shipped with a delivery service to avoid delays in delivery to the Quality Texas Office. The U.S. Postal Service does not deliver any type of package directly to our office.

All applications w/CD should be shipped to: Quality Texas Foundation
1402 Corinth Street, Suite 143
Dallas, TX 75215
Attn: Program Administration