

# FY 2017 A1, A2, B – DMO APPLICATION CHECKLIST

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## Materials to be submitted

- Signed Application Cover Page(s)**
- EXHIBIT A: Proposed Scope of Work Narrative**
- EXHIBIT B: FY 2017 Budget for Proposed Scope of Work (3 pages)**
- EXHIBIT B1: FY2017 Budget Narrative (Template)**
- EXHIBIT E: Targeted Return on Investment In Hotel Room Night Revenue Worksheet**
- EXHIBIT F: Personnel Schedule:** Required for all positions being claimed against San Diego Tourism Marketing District Funds.
- Board of Directors List (if applicable):** List of Board of Directors including business names and addresses.
- Applicant Questionnaire**
- Disclosure of Business Interests (if applicable):**
- Audit Compliance Acknowledgement:**
- Accounting Compliance Acknowledgement (pending):**
- Work Force Report:** Completed City of San Diego Work Force Report
- Certificate of Good Standing:** Online printout from Secretary of State and Franchise Tax Board [www.ss.ca.gov/business](http://www.ss.ca.gov/business). All required filings must be current and the status of the business / corporation must have a current “Active” status.

## Packaging Directions

When completing the packets please keep the following information in mind:

- Label each page with the organization name and page number.
- Use binder / binder clips – do not staple or bind any pages.
- Three (3) hole punch all pages.
- Maintain a margin of at least 0.5".
- Always leave enough space to make the information legible.
- Use a font size of 12 point or larger.
- Keep responses clear and to the point.
- Submit a total of twelve (12) printed hard copies and a PDF copy (on USB drive) of the full application and all required exhibits.

## Deadline

All packets (regardless of delivery method) must be received by SDTMD staff by:  
**5 p.m. on Friday, January 29, 2016.**

## Packets must be delivered to:

**San Diego Tourism Marketing District  
Attention: Mr. Lorin Stewart  
8880 Rio San Diego Drive, Suite 800  
San Diego, CA 92108**

**If awarded funds, applicants will be required to submit the following documents in order to finalize an Agreement.**

- Revised Scope and Budget (if award is less than amount requested)**
- Proof of Insurance – Certificate(s)**