

# INNOVATE FORT COLLINS Challenge

## APPLICATION CHECKLIST

Please be advised that the City of Fort Collins is only able to review full applications; partial or incomplete applications will not be reviewed or considered for funding. **Details about the full application and specific information about what should be included in the individual components can be found in IFCC Application Information.** For purposes of this 2017 grant-funding cycle, a full application consists of the following:

- Concept Video (required)
- Application Form (required)
- Supporting Documentation including:
  - Project work-plan (required)
  - Project budget (required)
  - Proof of insurance (if applicable)
  - Letters of support from key stakeholders (optional but recommended)
  - One-page summary of past performance (optional but recommended)

## APPLICATION SUBMISSION

Completed applications, including all required documentation, should be submitted to [innovate@fcgov.com](mailto:innovate@fcgov.com) with the subject line "IFCC Application." To submit the concept video applicants may upload the video file to *Youtube* or *Vimeo* and must include the link in the application email submission. Do not attach a video file with your application, it may cause your email to be rejected. All applications will receive an electronic confirmation of receipt from City of Fort Collins staff.