

LJC Application Documentation Checklist

1. **Cover Letter**
 - Date
 - Recipient's Name
 - Subject Line
 - Salutation
 - Body of the letter
 - Closing
 - Signature
2. **Completed Application Form**
 - Personal Information
 - Project Details
 - Budget Outline
3. **Project Proposal**
 - Executive Summary
 - Objectives
 - Methodology
 - Timeline
4. **Curriculum Vitae/Resume**
 - Recent Work History
 - Education
 - Relevant Publications or Projects
5. **Letters of Support**
 - From Collaborators or Institutions
 - Addressed to LJC
6. **Financial Documents**
 - Itemized Budget
 - Proof of Funding Sources
7. **Additional Materials**
 - Portfolio (if applicable)
 - Previous Work Samples
8. **Signature Page**
 - Signature of the Applicant
 - Date

Sample Cover Letter Format

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[LJC Organization Name]

[Organization Address]

[City, State, Zip Code]

Subject: Application for [Project Name]

Dear [Recipient's Name],

I am writing to submit my application for [Project Name] under the LJC grant program. [Briefly introduce the purpose of your project].

[Discuss your project's objectives, importance, and your qualifications.]

Thank you for considering my application. I look forward to the opportunity to discuss my project further.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]