

### Checklist for Literary Fund Application

- Verify that the loan amount is the same on the Literary Fund Application form as the Local Governing Body and School Board's authorizing resolutions.
- Complete Literary Fund application using the Excel template.
- Make sure the application is signed by the School Board Chairman and Clerk who should also affix seal.
- Be certain to complete the last section of the application - the Certification of Authorizing Resolution adopted by Local Governing Body.
  - The County/City Clerk of the Board should sign the resolution.
  - The Clerk must notarize the resolution.
  - The date the resolution is adopted should be prior to date of application.
- Submit with application an Authorizing Resolution in which County/City approves the loan application and agrees to provide for repayment of the loan.
  - Verify the loan request amount is the same as in the application.
  - Verify that the resolution date is prior to date of application.
  - Verify that funding authorized is for the same project as in the application.
  - Make sure the Clerk signs and affixes seal.
- Submit with application an Authorizing Resolution in which School Board agrees to provide for repayment of the loan.
  - Verify loan request amount is the same as in the application.
  - Verify that the resolution date is prior to date of application.
  - Verify that funding authorized is for the same project as in the application.
  - Make sure the Clerk signs and affixes seal.
- Make arrangements for copy of plans and specifications to be submitted to Department for review. This is a requirement before the application can be moved to the First Priority Waiting List pending approval by the Board of Education.