

## Iowa's Living Roadways Community Visioning Applicant Checklist

Please use this checklist to ensure all application requirements are met and that all materials required for submission are completed:

Read the *Iowa's Living Roadways Community Visioning Information for Applicants* document

- This document can be found at:
  - <http://communityvisioning.org/>
  - [http://www.treesforever.org/Community\\_Visioning](http://www.treesforever.org/Community_Visioning)

Ensure all updates for your version of Adobe are current

- For assistance please call Chelsey Yates at 319-373-0650, ext. 124

Download the *Iowa's Living Roadways Community Visioning Application* – fillable Adobe PDF document

- The application can be found at:
  - <http://communityvisioning.org/>
  - [http://www.treesforever.org/Community\\_Visioning](http://www.treesforever.org/Community_Visioning)
- Download and open the fillable PDF application in Adobe for full functionality
- Save a copy of the application to your computer

Read through the **entire** application prior to completing it.

Complete **all** sections of the application:

- 1) Applicant Information
- 2) Recent Consulting Services (A-E)
- 3) Community Narrative (A-C)
- 4) Steering Committee Information (A-B)
- 5) Commitment and Support Letters (A-C)
- 6) Statement of Assurances and Agreement

Submit the completed application and all required attachments by the deadline date of **September 15:**

- Electronic submission is preferred – email the completed Adobe PDF application (including the steering committee information sheets) and all commitment and support letters to [cbarnhart@treesforever.org](mailto:cbarnhart@treesforever.org).
- Paper copies will be accepted as long as they have a postmark no later than September 15 and are printed on 8 ½" x 11" paper. –Mail the printout of the completed Adobe PDF application (including the steering committee information sheets) and all confirmation and support letters to:
  - Iowa's Living Roadways  
Community Visioning Program  
c/o Trees Forever  
770 7<sup>th</sup> Avenue  
Marion, IA 52302

Celebrate the completion and submission of your application!

## Thank you for applying!

### **Important note:**

Communities selected to take part in the *Iowa's Living Roadways Community Visioning* program should be notified by early-October. **If your community is selected, all members of the steering committee should plan to attend the *Iowa's Living Roadways Celebration in Ames, IA on Thursday, November 9.*** An orientation meeting for the accepted communities will take place at the November 9 event.

### **Have questions or need assistance?**

If you have any questions or require any assistance as you prepare your application, please contact Carl Barnhart, Trees Forever's Community Visioning Program Manager, at 319-373-0650, ext. 114, or [cbarnhart@treesforever.org](mailto:cbarnhart@treesforever.org).