# 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 using the link below:
    - [www.communityvisioning.org](http://www.communityvisioning.org) and [www.treesforever.org](http://www.treesforever.org)
* Download the Iowa’s Living Roadways Community Visioning Application – fillable Adobe PDF document
  + The application can be found using the link below:
    - [www.communityvisioning.org](http://www.communityvisioning.org) and [www.treesforever.org](http://www.treesforever.org)
  + Ensure all updates for your version of Adobe are current
  + 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 30:**
  + Electronic submission is preferred – email the completed Adobe PDF application (including the steering committee information sheets) and all confirmation and support letters to [cbarnhart@treesforever.org](mailto:cbarnhart@treesforever.org).
  + Paper copies will be accepted as long as they have a postmark of September 30 or before 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 7th Avenue

Marion, IA 52302

* Celebrate the completion and submission of your application!

Thank you for applying!

**Please note:**

Communities selected to take part in the 2017 Iowa’s Living Roadways Community Visioning program should be notified

by mid-October 2016. If your community is selected, all members of the steering committee will be asked to attend a full-

day training in Ames, IA on Thursday, November 10.

**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 Roadways Manager, at 1-800-369-1269, ext. 114, or [cbarnhart@treesforever.org](mailto:cbarnhart@treesforever.org).



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