



What to send your development district before you need them

Your district will write routine applications for member governments, and your dues already pay for it. What they cannot do is build your file in the week a notice closes. Send these once and they can act the day something opens.

- ☐ **Your most recent audit**
The whole thing, not the summary. Nearly every application asks.
- ☐ **Current population and demographic figures**
Whatever your state uses officially, so the numbers match theirs.
- ☐ **A project list, ranked**
Three to five things you would do if money appeared, in the order you would do them.
This is the one nobody sends, and it is the one that lets a district act on your behalf.
- ☐ **Engineering estimates for anything on that list**
Even preliminary. A project with a real number moves ahead of one without.
- ☐ **Your last three applications, won or lost**
Reviewers repeat themselves. So do the reasons for a no.
- ☐ **Board or council meeting dates for the next year**
Many applications need a resolution, and a missed meeting is a missed cycle.
- ☐ **Who signs, and who can sign if they are away**
Named, with a phone number.
- ☐ **One paragraph on what your community is trying to become**
Districts write narrative sections. Give them yours rather than theirs.

Then ask them one question: *what do you wish member governments sent you earlier?* Whatever they answer is the next thing to send.