Getting Ready for your
*Acting Up* Video Submission

Seven-point checklist

Whether you were a host or a guest of On the Table, The Chicago Community Trust wants to ensure that you have the information you need to apply for an *Acting Up* award. This award, which ranges from $1,000 to $5,000, will be granted to individuals and organizations with great ideas for making Chicago-area communities better. Our *Acting Up* web page contains detailed information on what you need to apply for an award. And our final help session on *Acting Up* awards occurs on Wednesday, May 23, from 6 p.m. to 7 p.m. at Toman Branch Library, 2708 S. Pulaski Road. Be sure to RSVP.

Below is a seven-point checklist to help you get ready for submitting your application:

1. **Submit your video by June 1 at 11:59 p.m.**
   Be sure to give yourself enough time to upload your video to YouTube. It can take up to an hour upload your video, depending on your Internet settings.

2. **Keep your video under two minutes, or it will be disqualified.**
   Even one second too long will disqualify your video. Sometimes more time is added to a video when it’s uploaded to YouTube. Double check your uploaded video to ensure that it does not exceed two minutes.

3. **Specify which award amount you’re applying for in your application.**
   Only organizations with 501(c)3 status or that will acquire 501(c)3 IRS status by June 30 are eligible for the $5,000 award. Individuals are eligible for $1,000 and $2,500 awards.

4. **Make your video relevant.**
   Proposals that fit one of the top four categories will be prioritized for awards: Economic development and poverty; education and youth development; equity and social inclusion; and, public safety and criminal justice. However, a wide variety of projects outside of these categories will be considered for awards.

5. **Clearly state the Who, What, When, Where, Why and How in your proposal.**
   For example, clearly define your idea or proposal, why it’s important to the community, what makes it unique, where your activity will occur, the specific population your proposal will impact and your expected quantifiable outcomes. Describe how it will strengthen community, increase social cohesion or deepen civic engagement. Explain how your idea evolved from your On the Table discussion and who you will partner with on your initiative.

6. **Avoid ideas or proposals that would be disqualified for awards.**
   See the *Acting Up* web page for disqualifiers.

7. **Make the setting on your YouTube video visible for public viewing, and save your video to your computer after uploading it to YouTube.**