The Cultural Funding Program funds Oakland-based art and cultural activities that reflect the diversity of the City for the citizens and visitors to Oakland.

FY19-20 GRANT ONE YEAR CONTRACT CATEGORIES:

- INDIVIDUAL ARTIST PROJECT
- ORGANIZATION PROJECT
- ART IN THE SCHOOLS
- ORGANIZATIONAL ASSISTANCE

Oakland Super Heroes Mural Project Mural No 4 for West Street. by Attitudinal Healing Connection (AHC) – Organization Assistance Recipient
BEFORE SIGNING YOUR CONTRACT

- REVIEW THE RESOLUTION TO MAKE SURE YOUR NAME IS SPELLED CORRECTLY AND INDEED YOUR LEGAL NAME AND SAME NAME ON YOUR BUSINESS TAX CERTIFICATE

- MAKE SURE THE GRANT AMOUNT ON RESOLUTION AND CONTRACT IS SAME AND ACCURATE

- PRINT OUT ALL PAGES WITH CORRECT FORMATING AND WET SIGNATURES ON ALL 4 COPIES OF SIGNATURE PAGE. MAKE SURE THE BTC # IS FOR CURRENT YEAR

Ephrata Tesfahun, Individual Artist
Project Grant Recipient
SCHEDULE A – SCOPE OF WORK AND BUDGET

✓ Make sure you have the correct Schedule – A1 (IAP), A2 (OP), A3 (AIS), A5 (OA)

✓ Keep it short & focus on Oakland-based CFP funded project

✓ Do not change pagination

✓ Make sure the award amount on Budget matches the Resolution

✓ Complete all subtotals and total line items

✓ Check all calculations
Make sure name and address is legal name and matches contract and w-9 form

If you have employees complete benefits section

Complete all applicable boxes, place 3 initials and sign on page 3
INSURANCE & MOU

- Individual Artist Project grantees are covered by an general liability insurance provided by the City and CFP
- Commercial General Liability, Worker’s Compensation and Additional Insured – Organizations/Fiscal Sponsors please refer to sample documents provided in handout
- Refer to “sample insurance waiver request letter” for auto and employee waivers
- MOU between fiscal sponsor and sponsee
BUSINESS TAX CERTIFICATE (BTC)
& W9

- Names must match on ALL documents - on BTC, W9 and Resolution and be your legal name (Individuals and Organizations)

- BTC office can add your name for free and give you a print out

- W9 name must match as well, for IAP, please do not use DBA line on W9

- For Organizations, we need State of State Business Search results page showing your business status as “ACTIVE”. Visit: https://businesssearch.sos.ca.gov/

- See example documents in packet
For more technical assistance contact us:

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510-238-2212

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