



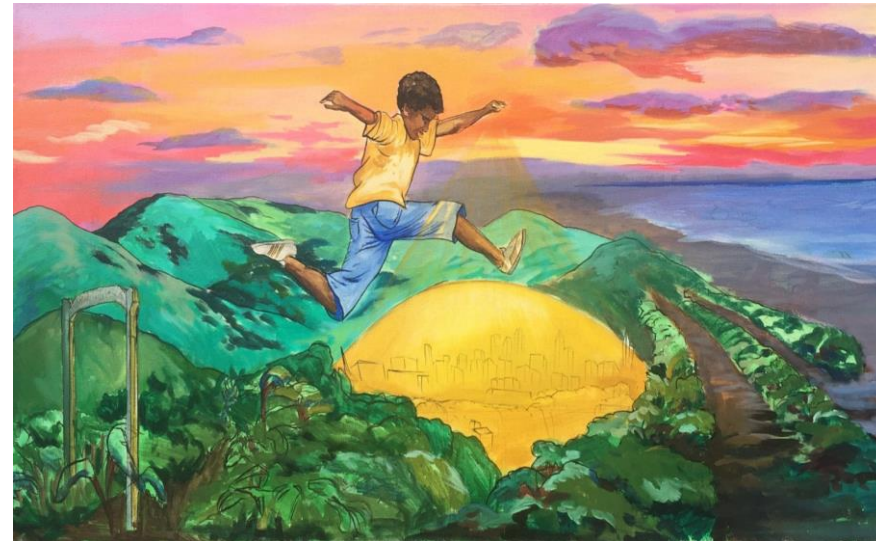
Cultural Affairs Division
Cultural Funding
Program
1 Frank Ogawa Plaza
9th Floor
Oakland, CA 94612

CULTURAL FUNDING PROGRAM FY2019-20 CONTRACTING WORKSHOP

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



Eric Kupers, Individual Artist Project Grant Recipient

COMBINED GRANTS SCHEDULE



Bay Area Girls Rock Camp, Organization Project Grant
Recipient

- 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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