**GRANT CONTRACT DOCUMENT CHECKLIST**

**FY2018-2019**

**INDIVIDUAL ARTIST PROJECT**

**Please refer to and use this checklist when assembling your agreement packet**

\_\_\_\_ Grant Agreement w/signature (4 copies w/**original** signatures on last page)

\_\_\_\_Schedule A and budget

\_\_\_\_Combined Grants Contract Schedules

\_\_\_\_Schedule Q (no signature needed, READ and RETURN with packet)

\_\_\_\_ W-9 Form. Remember to sign legal name and date

\_\_\_\_Copy of Business tax certificate (name must match resolution and legal name)

\_\_\_\_Public Art Advisory Form (if applicable)

\_\_\_\_\_ Copy of RESOLUTION