



Oakland Cultural Funding Program  
1 Frank Ogawa Plaza, 9<sup>th</sup> Floor  
Oakland, CA 94612

## **GRANT CONTRACT DOCUMENT CHECKLIST**

**FY2019-2020**

### **INDIVIDUAL ARTIST PROJECT**

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

- \_\_\_ Signed Grant Agreement w/3 additional **original** signature pages
- \_\_\_ Schedule A and budget
- \_\_\_ Combined Grants Contract Schedules
- \_\_\_ Schedule Q (no signature needed, READ and RETURN with packet)
- \_\_\_ Insurance Waiver Letter (no employees, no vehicles used in this project)
- \_\_\_ 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