



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

ORGANIZATIONAL ASSISTANCE
CFP GRANT CONTRACT CHECKLIST
FY2022-2023

Please refer to and use this checklist when completing your agreement packet

Grant Agreement w/signature (original or electronic)

Schedule **A5** (includes Scope of Work and Project Budget)

Combined Grants Contract Schedule (remember to sign and date)

Schedule Q (no signature needed, yet please READ and RETURN with contract packet)

Insurance Documents

Certificate of Insurance/Acord form: commercial liability, auto, workers' compensation, sexual abuse/molestation. The Certificate Holder should list: *City of Oakland, Cultural Funding Program*
1 Frank Ogawa Plaza, 9th Floor, Oakland, CA 94612

Endorsement Form identifying Additional Insured, with this language: *"the City of Oakland, it's Councilmembers, directors, officers, agents, employees, and volunteers are additional insured"*

Waiver of Subrogation if carrying Workers Compensation Insurance

Request for Insurance modification letter (if necessary) on your letterhead*

W-9 Form with legal business name (remember to sign and date)

Copy of current year Business Tax Certificate (with legal business name and same name as on Resolution)

Employee Manual (if award is over \$25k)

* You MUST submit a "request for insurance modification" letter if you are asking for waiver or partial waiver (coverage level) for any of the required forms of insurance.