**GRANT CONTRACT DOCUMENT CHECKLIST**

**FY2020-2021**

**NEIGHBORHOOD VOICES INDIVIDUAL ARTIST PROJECT**

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

\_\_\_\_ Signed Grant Agreement

\_\_\_\_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