



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

NEIGHBORHOOD VOICES FOR FESTIVALS
CFP GRANT CONTRACT CHECKLIST
FY2021-2022

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

Grant Agreement w/signature (original or electronic)

Schedule **A4** (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

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* (please reach out to Raquel for guidance)

CA Secretary of State Website print out <https://businessfilings.sos.ca.gov/>

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)

* 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.