



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

Creative Economies of Belonging, NEA Subgranting Program
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 A (includes Scope of Work, Organization Budget, and SAM UEI)

Combined Grants Contract Schedule (remember to sign and date)

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

Insurance Documents: *All documents must be in organizations legal name*

Certificate of Insurance/Acord form: commercial liability, auto, workers' compensation, and sexual abuse/molestation. COI should list our program as the certificate holder:

*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*. Please note that waivers for Sexual Abuse Coverage is not accepted.

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, outlining staff benefits, etc.

Schedule Z (remember to sign and date)

* 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.