



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

CFP GRANT CONTRACT CHECKLIST
FY2019-2020
(ART IN THE SCHOOLS & ORG ASSISTANCE, ORG PROJECTS)

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

- ___ Signed Grant Agreement w/3 additional **original** signature pages
- ___ Schedule **A2, A3, or A5**-describes the scope of work, project budget, goals and timeline
- ___ Combined Grants Contract Schedule
- ___ 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*
- ___ CA Secretary of State Website print out. (ONLY FOR ORGANIZATIONS) <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)
- ___ Public Art Advisory Form (if applicable)
- ___ Employee Manual (if award over \$25k)
- ___ Copy of CURRENT 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.