



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

NEIGHBORHOOD VOICES FOR INDIVIDUAL ARTIST PROJECTS ***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 **A1** (Scope of Work and Project Budget)

Combined Grants Contract Schedule (remember to initial, sign and date last page)

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

Insurance Documents

___ Certificate of Insurance/Acord form: Auto Insurance (if you are using a car as a critical part of your program), and/or
Workers Compensation (if you have employees). 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 not needing to carry Auto or Workers Comp coverage)

W-9 Form with legal name

Copy of 2023 Business Tax Certificate (with legal name - same name as on Resolution)

Public Art Advisory Form (if applicable)