**Neighborhood Voices for Individual Artist Projects**

**GRANT CONTRACT DOCUMENT CHECKLIST**

**FY2021-2022**

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

\_\_\_\_ Grant Agreement w/signature (original or electronic)

\_\_\_\_ Schedule **A1** (includes Scope of Work and Project Budget)

\_\_\_\_Combined Grants Contract Schedules (remember to sign and date)

\_\_\_\_Schedule Q (no signature needed, READ and RETURN with packet)

\_\_\_\_Insurance Waiver Letter (IF no employees AND/OR no vehicles used in this project - please contact Raquel)

\_\_\_\_W-9 Form (remember to sign legal name and date)

\_\_\_\_Copy of Business tax certificate (name must match resolution and legal name)