This checklist will serve as the cover of your Supplemental Package for the FY17 CDF Final Report.

**NAME OF ORGANIZATION:** _____________________________

**FINAL REPORT #:** FY17 – FR – ___________________

Your Final Report cannot be approved until your Program Specialist has received Supplemental Materials to document information entered in the online form.

1. **Templates, as needed**

   If you have more than 25 locations/venues to report (see Instructions page 6, Project Details Section):
   - [ ] Template – Additional Locations

   If you answer “No” to the Conflicts of Interest Disclosure (see Instructions page 5, Project Summary Section):
   - [ ] Template - Conflicts of Interest Certification

   Email the required Template(s) to CDFReport@culture.nyc.gov

2. **Documentation Materials**

   - [ ] Press
   - [ ] Flyer/Program
   - [ ] Publication(s)
   - [ ] Images
   - [ ] Educational Material
   - [ ] Other. Please describe:

   These Documentation Materials must be received no later than 6:00 pm on Tuesday, August 1, 2017 at the following address:

   **NYC Department of Cultural Affairs**
   **CDF Final Report Materials**
   **31 Chambers Street, 2nd Floor**
   **New York, NY 10007**

   PLEASE NOTE: the deadline for Supplemental materials has changed from a “postmark” date to a “received by” deadline. Heard copies of the Supplemental materials must be received in our offices at 31 Chambers Street on or before the Tuesday, August 1 deadline for Final Reporting, whether via mail carrier, messenger, or hand-delivery.