



FY17 CDF FINAL REPORT CHECKLIST

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.