



CULTURAL DEVELOPMENT FUND FISCAL 2017 GRANT MATERIALS CHECKLIST

Applicant's Legal Name: _____

Tax ID (EIN): _____ Application #: FY17 - _____

Below is a list of grant materials that must be submitted in order for DCA to process your initial payment. Refer to the [FY17 Funding Requirements](#) for detailed instructions about each of these items. All grant materials must be submitted as soon as possible, and no later than October 14, 2016. **Please include a copy of this checklist as the cover page for your grant materials.**

FOR ALL GRANTEES:

- THREE original, double-sided copies of the signed Grant Agreement, each with an original signature (FOUR if award is \$100,000 or greater)

FOR GRANTEES THAT ARE NEWLY FUNDED OR HAVE NEW MAILING ADDRESSES:

- ONE copy of the Substitute W-9 Form
- ONE copy of a letter requesting a change of address (*for previously funded organizations with a new mailing address*)

FOR GRANTEES RECEIVING CITY COUNCIL DISCRETIONARY FUNDING:

- ONE copy of the Lobbying Certification
- NOTE: Check Discretionary Award Tracker for other documents needed to fulfill MOCS requirements.*

FOR GRANTEES WITH AWARDS GREATER THAN \$5,000:

- ONE copy of the Doing Business Data Form

FOR GRANTEES WITH AWARDS GREATER THAN \$50,000:

- ONE copy of documentation for each of the Insurance Requirements listed below (photocopies are acceptable):
 - Commercial General Liability
 - Additional Insured Endorsement
 - Certification by Insurance Broker or Agent
 - Workers' Compensation AND Disability Benefits Insurance

FOR GRANTEES WITH AWARDS OF \$100,000 OR MORE:

- ONE original, signed Organization Certification
- TWO original, signed Individual Certifications

Grant materials should be addressed as follows:

NYC Department of Cultural Affairs
Program Services – FY17 Grant Materials
31 Chambers Street, 2nd Floor
New York, NY 10007