

This checklist will serve as the cover of your Supplemental Package for the FY19 CDF Final Report.

NAME OF ORGANIZATION: _____

FINAL REPORT #: FY19 – FR – _____

Your Final Report cannot be approved until your Program Specialist has received Supplemental Materials to document information entered in the online form. Please check the boxes below for items, as applicable.

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 Thursday, August 1, 2019 at the following address:

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