



CITY OF SAN ANTONIO
**DEPARTMENT FOR CULTURE
& CREATIVE DEVELOPMENT**

Arts Funding - FY 2016 & 2017

stART Place

CHECKLIST - FILES TO UPLOAD TO APPLICATION

Applicant-generated Files - Applicant to upload the following items

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1 Organization IRS Form 990 (Most Recent)(IF APPLICABLE) |
| <input type="checkbox"/> | 2 IRS Letter of Determination - 501 (c) 3 (IF APPLICABLE) |
| <input type="checkbox"/> | 3 Organizational Chart (IF APPLICABLE) |
| <input type="checkbox"/> | 4 Biographies of Administrator, Artistic Director, Curator and Principal Artists (As applicable) |
| <input type="checkbox"/> | 5 Letters of Support |
| <input type="checkbox"/> | 6 Audited Financial Statements (If unavailable, upload of current board-approved statements) |
| <input type="checkbox"/> | 7 Support Material (Links to Audio/Video) |

DCCD-generated Downloadable Forms - DCCD will have these forms available on the website for applicants to download, complete and then upload to application

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 8 Board & Staff Information |
| <input type="checkbox"/> | 9 Proposed Performance Plan |
| <input type="checkbox"/> | 10 Proposed Budget |
| <input type="checkbox"/> | 11 Certificate of Workshop Attendance (Workshop Attendees received this at the end of the session attended) |
| <input type="checkbox"/> | 12 Assurances |
| <input type="checkbox"/> | 13 Litigation Disclosure |

NOTE: Please ensure that all files are included as part of your application. No documents will be accepted after the submission of your application