



Commission for Arts and Culture

CHECKLIST

Contract Kit Completion Checklist

For Nonprofit Organizations Awarded Arts and Culture Funding in Fiscal Year 2017

REQUIRED CONTRACT MATERIALS

- ☐ One complete contract, **signed**
- ☐ One duplicate of the contract's signature page isolated, **signed**
- ☐ Exhibit A: Scope of Services
- ☐ Exhibit B: Public Records Act Acknowledgement, **signed**

REQUIRED INSURANCE INFORMATION

- ☐ Certificate of Insurance:
 - ☐ Commercial General Liability (CGL) insurance
 - ☐ Commercial Automobile Liability (AUTO) insurance
 - ☐ Workers' Compensation insurance, if applicable
- ☐ Additionally Insured Endorsements, with correct language:
 - ☐ CGL insurance
 - ☐ AUTO Insurance
- ☐ Proof of Primary/Non-Contributory Coverage:
 - ☐ CGL insurance
 - ☐ AUTO insurance
- ☐ Proof of Severability Coverage:
 - ☐ CGL insurance
 - ☐ AUTO insurance
- ☐ Proof of 30-Day Notice of Cancellation
- ☐ Waiver of Subrogation for Workers' Compensation, with correct language, if applicable

IF APPLICABLE

- ☐ "Declaration in Lieu" of required Commercial Automobile Liability insurance, **signed**
- ☐ "Declaration in Lieu" of required Workers' Compensation insurance, **signed**

OPTIONAL, IF PREFERRED

- ☐ Electronic Funds Transfer (EFT) enrollment form, **completed** (If your organization already uses EFT for payments from the City, no need to complete the form again.)