

# CIAG 2024-25 Supporting Documentation Checklist

## REQUIRED OF ALL APPLICANTS

- ☐ Artistic Documentation
- ☐ 2 Letters of Recommendation or Reviews from the past 18 months
- ☐ Federal Form 990, 990-EZ or 990-N most recent or filed on or after December 31, 2021

## REQUIRED OF APPLICANTS WITH BUDGETS \$2M or more

- ☐ Financial Audit for most recently completed fiscal year ending on or after December 31, 2021

## REQUIRED OF MUNICIPALITIES

- ☐ Municipal departments must submit a reviewed financial statement or annual profit/loss and balance sheet information in lieu of 990

## REQUIRED OF FISCALLY SPONSORED PROJECTS

- ☐ Revenue and Expense or Profit and Loss Statement of the annual operating budget for the sponsored program (NOT the fiscal sponsor, as you have already submitted fiscal sponsor's 990 and audit, per above)

## REQUIRED for ARTS ED PROJECT or LESSON/CURRICULUM BASED PROJECTS

- ☐ Sample lesson plan/agenda outlining the activities/work planned and scheduled during a workshop or class session.

## OPTIONAL

- ☐ One piece of promotional material (Brochure, flyer, newsletters, etc.)