

# CIAG 2023-24 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, 2020

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

- Financial Audit for most recently completed fiscal year ending on or after December 31, 2020

## REQUIRED OF MUNICIPALITIES

- Municipal departments, fiscally sponsored projects and religious organizations 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

## OPTIONAL + ***HIGHLY ENCOURAGED*** 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.)