



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

Arts Funding - FY 2017
Festivals & Community Celebrations

CHECKLIST - FILES TO UPLOAD TO APPLICATION

Applicant-generated Files - Applicant to upload the following items

- 1 Organization IRS Form 990 (Most Recent)(IF APPLICABLE)
- 2 IRS Letter of Determination - 501 (c) 3 (IF APPLICABLE)
- 3 Organizational Chart (IF APPLICABLE)
- 4 Biographies of Festival Administrator and/or Artistic Director, Curator and Principal Artists (As applicable)
- 5 Audited Financial Statements (If unavailable, upload of current board-approved statements)
- 6 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

- 7 Board & Staff Information
- 8 Proposed Performance Plan
- 9 Proposed Budget
- 10 Festival Sponsorship Levels
- 11 Certificate of Workshop Attendance (Workshop Attendees received this at the end of the session attended)
- 12 Assurances
- 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