**City of Austin**

**Cultural Arts Funding Program**

Pre-Contract Check List

FY17 Cultural Heritage Festivals Program

**Are you ready to enter into your FY17 CHFP Contract?**

* Vendor Registration and Organization Information in ZoomGrants Matches
* FY17 Revision Form Completed and Uploaded to ZoomGrants
* Insurance Certificate meets the Insurance Requirements Document
* Accessibility Assessment sent to Lee Nguyen and uploaded to ZoomGrants
* If contract is over $58,000 signed and notarized Form 1295 submitted through the Texas Ethics Commission website and uploaded to ZoomGrants
* If Fiscally Sponsored – Completed and Signed Sponsorship Agreement uploaded to ZoomGrants

If you checked all the boxes above you are ready for your contract administrator to review and approve your pre-contract materials.

Once approved your Contract Administrator will upload your contract to the Contracts Tab in your ZoomGrants Application for you to download, sign and upload.

**Contract Administrators:**

**Jesús Pantel:** Core Contractor’s or Fiscal Sponsor’s Name begins with A – C, all Cultural Heritage Festival Program & all Cultural Expansion Program

**Anne-Marie McKaskle-Davis:** Core Contractor’s or Fiscal Sponsor’s Name begins with D-Z all Capacity Building Program, & all Community Initiatives

**All PRE-CONTRACT MATERIALS are due by Friday, NOVEMBER 4.**