



NOTCF Grant Program Application - Required Documents Checklist

Use this checklist to ensure you have submitted all required documents with your application. Applications that are missing proper documentation will not be considered for funding and will be notified through the Submittable messaging system.

All applicants must submit a copy of the following documents for their organization or their fiscal agent. If you are using a NOTCF fiscal agent, there is an opportunity to choose one within the application form. Place a checkmark for each item to keep track. We recommend placing all documents in one folder on your computer to allow for quick access to attachments during the application process.

- Performance Report submitted prior to new application submitted. (Required for all previous NOTCF award recipients.)
- Articles of Incorporation (non-profit organizations) or Articles of Organization (for-profit entities)
- IRS letter establishing an Employer Identification Number (EIN)
- W9 with EIN (not a Social Security Number)
- Occupational License or the Occupational License Application Summary (this is ONLY required if your organization is an LLC or for-profit entity in the City of New Orleans).
- Full itemized budget
- Program, event, project, or activity date. (Please list the specific calendar date(s).)
- Venue (Only programs, events, projects, or activities with confirmed venues listed will be considered for funding.)

Attention Level 1 Mini Grant Applicants:

- A valid, unexpired government issued photo identification (Driver's License, State ID, School ID, Passport, etc.)
- If the applicant is a minor (under 18 years old), submit at least 1 of these 5 documents:
 - School Profile Page with Picture of Minor
 - School or State ID
 - Birth Certificate
- Itemized budget listing supplies and their costs.
- Submit at least one (1) photo of the applicant in a suit or regalia without a mask or face covering.

Please direct any questions to grants@notcf.com. We are excited about continuing to support the cultural artists of New Orleans through our grants program!

The NOTCF Team