



## **New Orleans Tourism and Cultural Foundation Grant Program Application - Required Documents Checklist**

Use this checklist to ensure you have submitted all required documents with your application. Applications 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 fiscal agent. Effective June 1, 2024, all grant applications must be submitted **120 days or more** before the event/project begins.

- ☐ Performance Report submitted before a new application is submitted. (Required for all previous NOTCF award recipients.)
- ☐ Articles of Incorporation (non-profit organizations), Articles of Organization (for-profit entities), or a screenshot of the Louisiana Secretary of State website showing the organization's name, domicile address, status, and registered agents/officers.
- ☐ IRS letter establishing an Employer Identification Number (EIN) or a screenshot of the IRS webpage showing the organization's name and EIN.
- ☐ Completed W9 with EIN (not a Social Security Number)
- ☐ Occupational License (ONLY required if your organization is an LLC or for-profit entity in the City of New Orleans), or the Occupational Business License Application Summary given after applying for one through the City of New Orleans Safety and Permits Office One Stop Portal.
- ☐ Full itemized budget
- ☐ Program, event, project, or activity date.
- ☐ 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 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) most recent photo of the applicant in a suit or regalia without a mask or face covering.

Please direct any questions to [grants@notcf.com](mailto:grants@notcf.com). We are excited about continuing to support New Orleans' cultural artists and entities through our grants program ~ The NOTCF Team