Renovation and New Construction Attachments Checklist

Attachments are required documentation for eligibility.

The required attachments for Cultural Facilities Renovations and New Construction are:

1. **Matching Funds Documentation**
   - Bank statements, awards, contracts, for cash on hand
   - Copies of irrevocable pledges
   - Letters and/or invoices from in-kind contributors

2. **Documentation of Unrestricted Use**
   - Deed, title, property tax statement to document unrestricted use, OR
   - Executed copy of lease and written explanation of any easements, covenants, or other conditions to document unrestricted use

3. **Total Support and Revenue Documentation**
   - Audit or financial statement
   - Audit or financial statement of the organization that will be responsible for management of the facility (public entity applicants only)

4. **Current Architectural Plans** certified by a licensed architect or engineer (If architectural plans are not required for project, contractor project proposals or working drawings must be provided.)

5. **Project Support Documentation**
   - Up to 6 current letters of support from local officials (City and County Government), community groups, and community members

6. **Bureau of Historic Preservation (BHP) Determination Letter** (for buildings 50 years or older)

7. **Not-for-profit tax exempt applicants must provide a copy of your IRS 501(c) (3) or 501(c) (4) determination letter**

8. **Substitute W-9. A copy can be obtained at [https://flvendor.myfloridacfo.com](https://flvendor.myfloridacfo.com)**

9. **Mission and Programming Materials** such as season program, box office statement, educational programs that document cultural programming of facility (If project is for a NEW space without previous programming, provide programming examples.)

Additional Support Materials: Support materials may be considered in the review and scoring so including them is highly recommended.