



## Acquisitions Attachments Checklist

Attachments are required documentation for eligibility.

The required attachments for Cultural Facilities Acquisitions 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. A copy of an executed option or purchase agreement
3. A copy of the complete appraisal prepared by a Florida State Certified General Real Estate Appraiser
4. A copy of a title search
5. A copy of the certified land survey
6. 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)
7. Project Support Documentation
  - Up to 6 current letters of support from local officials (City and County Government), community groups, and community members
8. Not-for profit tax exempt applicants must provide a copy of your IRS 501(c) (3) or 501(c) (4) determination letter
9. Substitute W-9. A copy can be obtained at <https://flvendor.myfloridacfo.com>
10. 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.