



Acquisitions Attachments Checklist

Attachments are required documentation for eligibility.

The required attachments for Cultural Facilities **Acquisitions** are:

1. Matching Funds Documentation (include a list or spreadsheet with totals with documentation)
 - Bank statements, awards, contracts, for cash on hand
 - Copies of irrevocable pledges
 - Letters and/or invoices from in-kind contributors
2. REDI Waiver Request Letter (for REDI Waiver requests only)
3. A copy of an executed option or purchase agreement
4. A copy of the complete appraisal prepared by a Florida State Certified General Real Estate Appraiser
5. A copy of a title search
6. A copy of the certified land survey
7. 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)
8. Project Support Documentation
 - Up to 6 current letters of support from local officials (City and County Government), community groups, and community members
9. Not-for profit tax exempt applicants must provide a copy of your IRS 501(c) (3) or 501(c) (4) determination letter
10. Current Substitute W-9. A copy can be obtained at <https://flvendor.myfloridacfo.com>
11. 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.