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 (cash on hand must be in a restricted account not a general operating account)
   - Copies of irrevocable pledges (personal information of donors may be redacted)
   - 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 (the lessor must be a public entity governed by either the state, a municipality or county, or be a not-for-profit entity)

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
   - This must also include a cost estimate from the architect/builder/contractor

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 85% cultural programming of facility (If project is for a NEW space without previous programing, provide programming examples.)

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