



NJ Arts and Innovation Festival Challenge Grant Application Checklist

Instructions:

1. Label All Attachments in following manner
 - a. **Applicant Name- Section Title** (eg: Fundraising Plan, Budget; Vision Statement)- **Plan Title** (eg: Narrative, Security and Transportation Plan)
 - b. **Example:**
Hamilton Corporation of New Jersey- Vision Statement-Advertising Plan
2. All Attachments are to be in PDF Format
3. Upload Completed Application and Required Documentation at
<https://njeda.sharefile.com/r-r42c5e18342ec469ba8903bbda83b3eeb>

Required Documents	Included (Y/N)
1.) Fully Completed Application Packet <ul style="list-style-type: none"> <input type="checkbox"/> Project Details <input type="checkbox"/> Vision Statement <ul style="list-style-type: none"> – Narrative – Proposed Dates – Proposed Venues – Proposed Performers/Presenters – Proposed advertising and Marketing plan – Proposed Plan for Host Municipality's residents to receive free/subsidized tickets – Proposed Security and Transit Plan <input type="checkbox"/> Fundraising Plan <input type="checkbox"/> Budget <input type="checkbox"/> COVID 19 Safety Plan <input type="checkbox"/> Diversity and Inclusion Plan 	
2.) Completed Legal Questionnaire Click here for a copy of the Legal Questionnaire	
3.) New Jersey Business Registration Certificate or New Jersey Charitable Registration	
4.) New Jersey Tax Clearance Certificate Directions for securing your tax clearance certificate	
5.) Proof of ability to obtain appropriate insurance coverage as recommended by EDA's insurance broker in the form of a substantially similar insurance policy for an event the applicant has previously organized	
6.) Signed agreement that the entity assumes all liability for the event and will indemnify, defend and hold harmless EDA for any action during the Arts and Innovation Festival	
7.) Listing of any Strategic Partners	
8.) Listing of any major sub-contractors	