



ALASKA STATE COUNCIL ON THE ARTS

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ASCA GRANTEE REQUIRED INFORMATION CHECKLIST

FISCAL YEAR JULY 1, 2012 - JUNE 30, 2013

IMPORTANT: SUBMIT THE REQUIRED INFORMATION TO ASCA WITH YOUR SIGNED GRANT AWARD LETTER AND THIS CHECKLIST. FAILURE TO DO SO WILL DELAY YOUR GRANT AWARD.

SECTION I - FOR RETURNING GRANTEE ONLY (Those who have received ASCA grants in last state fiscal year):

Submit the following items, then complete Section III:

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | 1 | STATE OF ALASKA (SOA) SUBSTITUTE FORM W-9 (go to ASCA website for electronic form)
<i>Note: Provide W-9 only if there is any change in name and/or address in the last state fiscal year</i> |
| <input type="checkbox"/> | 2 | SIGNED GRANT AWARD LETTER |
| <input type="checkbox"/> | 3 | THIS CHECKLIST |

SECTION II - FOR NEW GRANTEE ONLY - If you have not already provided these documents with your application. Schools and School Districts submit only item # 1 and # 6

Submit the following items PLUS item # 2 and # 3 of Section I requirements, then complete Section III:

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | 1 | State of Alaska (SOA) Substitute Form W-9 (go to ASCA website for electronic form) |
| <input type="checkbox"/> | 2 | IRS Letter of Determination confirming 501(C) (3) status |
| <input type="checkbox"/> | 3 | State of Alaska (SOA) Certificate of Non-Profit Corporation |
| <input type="checkbox"/> | 4 | Copy of "Affidavit of Change of Name" if organization name has changed |
| <input type="checkbox"/> | 5 | Copy of "IRS Form 8822-Change of Address" if the legal mailing address has changed (matches W-9) |
| <input type="checkbox"/> | 6 | * Organization's DUNS: _____
<i>* To apply for DUNS number (now required) go to: http://fedgov.dnb.com/webform</i> |

SECTION III:

Organization:	
Date:	

REMINDER: ASCA grants will not be awarded until ALL REQUIRED DOCUMENTS, this CHECKLIST, and any applicable ASCA Final Reports have been received by ASCA.

QUESTIONS? Contact Gina Brown: gina.brown@alaska.gov or 907-269-6610

KEEP A COMPLETED COPY FOR YOUR ORGANIZATION'S RECORDS