



RETURN Grant Agreement Packet Checklist

Please complete and return the following items to New Mexico Arts.

Grant Agreement with original signatures, wet or time-stamped digital signature:

_____ Complete Grant Agreement Packet (including the contract body)

Required Pages included in the Agreement Body:

- Signature page
- Assurance of Compliance Form – Exhibit 1
- Statement of Federal Standing & Fund – Exhibit 2

The following Forms will be included as part of the Grant Agreement Packet. Download, complete, and submit with the packet. See Agreement Forms on Manage Your Grant Page <https://nmarts.org/grants/manage-your-grant/>.

_____ Schedule of Programs & Services – Exhibit 3

_____ Revised Budget Estimate – Exhibit 4

ONE (1) copy of contract supporting document:

_____ New Mexico Substitute W-9 Form

Please include this If you have a change of address; If you have a change in banking details; or If you are a new grantee and need to be established in the state vendor file.

Please Email or Mail Your Complete Contract Packet to:

Anna Blyth
Grants Program Director
anna.blyth@dca.nm.gov

New Mexico Arts
Bataan Memorial Building
407 Galisteo, Suite 270
Santa Fe NM 87501-2834