

**Fiscal Year 2010 - APPLICATION GUIDELINES FOR
AFTER-SCHOOL ARTS PARTNERSHIPS (ASAP)
DEADLINE: FRIDAY OCTOBER 16, 2009**

The NYC Department of Cultural Affairs (DCA) and the NYC Department of Youth & Community Development (DYCD) are pleased to announce program guidelines for the After-School Arts Partnerships (ASAP) awards. The awards are for nonprofit New York City (City) cultural organizations (Applicants) to provide services for elementary and middle school students participating in out-of-school time activities near schools in need of improving their programs in arts education throughout the City. In Fiscal Year 2010, one-time funding is available for cultural initiatives to be delivered in collaboration with specially designated after-school program sites. Awards will be made at the level of \$5,000 per site. ASAP is a program of the Mayor's Fund to Advance New York City with generous support provided by a one-time grant from the JCPenney Afterschool Fund.

Each proposal must be for a cultural project of recognized quality to be delivered in collaboration with a city-funded after-school program site. Proposals will be considered for this initiative in every cultural discipline. The funded services can be as diverse as the cultural organizations providing them, but they will all have a common commitment to enhancing the experiences of students participating in out-of-school time (OST) programs. The cultural services must be delivered before June 30, 2010, the end of the City's fiscal year.

The cultural organization will be the lead applicant for these awards. Only cultural organizations that received funding through Department of Cultural Affairs (DCA) FY2010 CDF process or are members of DCA's Cultural Institutions Unit may apply.

Cultural organizations may only partner with the 20 after-school program sites that have been designated by the Department of Youth & Community Development and the Department of Parks & Recreation. For a list of eligible after-school program sites, please visit www.nyc.gov/culture.

Each after-school program site may only enter into a partnership with one cultural organization. However, cultural organizations may submit multiple applications for partnerships.

Activities not eligible for awards:

- Activities taking place outside the City
- Construction or renovation of facilities
- Projects provided by organizations for which cultural activity is not a primary mission
- Projects not delivered in collaboration with an eligible after-school program site

SUBMISSION DEADLINE AND PRE-PROPOSAL CONFERENCE

All proposals must reach DCA by 5:00 P.M. on Friday October 16, 2009. This is NOT a postmark deadline; the proposal must be received at DCA by 5:00 pm on October 16. DCA will make no exceptions to this deadline.

Facsimile or electronic submissions will not be accepted. Each Applicant will receive confirmation of receipt of its proposal upon submission.

DCA and the Office of the Mayor will hold a pre-proposal conference on Tuesday September 29th at 11am. Questions about the proposal form and eligible activities and organizations can be answered at this time. Please see below for the location and directions to the pre-proposal conference:

NYC Department of Cultural Affairs, John Rochester Thomas Room

31 Chambers Street, Second Floor, on the northwest corner of Chambers and Centre Streets

- **Subway: J, M, Z, 4, 5, 6 to Brooklyn Bridge/City Hall** – across Chambers St.; **A, C to Chambers Street** (E to World Trade) – two blocks east; **W, R to City Hall** – two blocks south; **2, 3 to Park Place** – three blocks west.
- **Upon entering, guests will be asked to present photo identification at the security desk, go through a metal detector, and have any bags scanned by an x-ray machine.**

Attendance is optional but strongly recommended. Please note that guests will have to present photo ID and go through a metal detector in the lobby.

Inquiries on all matters concerning this application may be emailed to ASAP@culture.nyc.gov.

CRITERIA

Organizational Criteria:

1. The cultural organization must have received funding through DCA's FY2010 CDF process or through DCA's Cultural Institutions Unit.
2. The after-school program site with whom the cultural organization is partnering with must have received special designation for this initiative.

Program Criteria:

Each ASAP project proposal must be a collaboration between an eligible cultural organization and an eligible after-school program site. For a list of eligible sites, please visit: www.nyc.gov/culture .

1. Projects are expected to enrich the experience of the students participating in out-of-school time programs at the given site, carry out the mission of the cultural organization proposing the activity, and enhance the level of cultural activity offered at the designated site.
2. Each proposed project will be evaluated on how well it meets the need/s expressed by the after-school program site, as well as how it fulfills the cultural organization's mission.
3. Proposed projects will be evaluated on the applicant's ability to clearly define the cultural activity and how it will be executed by the cultural organization and the program site. In the project description, applicants are expected to provide clear, specific details about the proposed activities, including the number of students to be served, the credentials of the teaching artists involved, and the structure and logistics of the program. If the proposed activities take place on official school closing days, please make note of this in the project description.

4. Awards will be made at the level of \$5,000 per site. The proposed project budget must show how the full amount of this funding will be spent on cultural programming. If the proposed project expenses exceed \$5,000, please indicate what the additional income sources are for the project.
5. This project will be offered at no cost to the students participating in the project.
6. Arts and cultural organizations are considered the lead applicants, and as such, will be responsible for ensuring the implementation of the collaboration.
7. Proposals must be within the cultural organization's artistic/cultural, administrative, and fiscal capabilities.

SELECTION AND REVIEW PROCESS

All applications will be reviewed evaluated on the organizational and programmatic criteria set forth above.

GRANT PREPARATION AND LEGAL REQUIREMENTS

Upon making ASAP award recommendations, DCA will prepare and execute a grant agreement with each cultural organization that receives an award, based on the proposal(s) submitted by the cultural organization. Each cultural organization receiving an ASAP award must comply with all pertinent legal requirements and will be notified of applicable regulations.

PAYMENT

Every grant agreement includes a payment schedule based on the services provided and project costs. Funds will be released according to that schedule. Every grantee must report on its use of ASAP funds according to a schedule established by DCA and on the forms provided by DCA. DCA will pay 100% of the budget following the execution of the grant agreement. At the conclusion of the project, awardees will be expected to report on the activities via the submission of a final report, accompanied by supporting documentation. Grantees that do not comply with reporting requirements in a timely manner may lose both current year funding and future funding with DCA.

PERFORMANCE EVALUATION

Because DCA awards public funds, the expenditure of those funds is required by law to be monitored, to determine whether they are being spent in accordance with the terms of the grant agreement. DCA bases its evaluation of performance on the quality and timeliness of the documents submitted, as well as on site visits and program reviews. Such performance record may be a determining factor if the grantee is considered for future funding with DCA.

SUBMISSION OF THE APPLICATION

An original and two (2) copies of each proposal must be submitted. (Be sure to keep a duplicate copy.) Every item of information requested is essential. Do not leave blanks. The form and all accompanying documents must be typed; handwritten applications are unacceptable. Enter cultural organization's legal name in the space provided on each page. If you have any questions, please contact DCA via e-mail at ASAP@culture.nyc.gov. Please send application copies to:

After-School Arts Partnerships Applications
Department of Cultural Affairs
31 Chambers Street, 2nd Floor
New York, NY 10007

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