



31 Chambers Street, 2nd Floor  
New York, NY 10007  
Phone: 212.513.9300  
Fax: 212.341.3810

[www.nyc.gov/culture](http://www.nyc.gov/culture)

**KATE D. LEVIN**  
Commissioner

TO: New York City Arts and Cultural Organizations  
FROM: Kate D. Levin  
DATE: November 18, 2008  
RE: FY2009 *Building Sustainability* applications

I am pleased to introduce *Building Sustainability*, a capacity building grant initiative of the Community Arts Development Program (CADP). Supported by the U.S. Department of Housing and Urban Development's Community Development Block Grant program, this initiative is intended to strengthen community based cultural organizations serving the City's low- and moderate-income communities.

**To be eligible for this grant program cultural groups must have an allocation in the City's five year capital budget (FY09 –13) as well as an operating budget of \$1,000,000 or less.**

In the lifetime of most organizations, a capital project is a rare occurrence that often puts additional demands on the group's operations and leadership. We recognize that successful completion of a capital project depends upon strong leadership and clear, shared vision. Accordingly the program is intended to focus on helping participants strengthen their core capacities in **board development, strategic planning, or business planning**. The 18-month program includes an organizational assessment process, an in-depth capacity-building project led by a management consultant, and supplemental workshops/peer learning exchanges.

**Interested organizations must attend one of the two application seminars held at DCA on November 25 and December 2, 2008.** The seminars will offer you an important opportunity to learn more about *Building Sustainability* as well as the application process.

Prior to the seminar be sure to review the relevant documents (Timeline, Guidelines, Instructions, Pre-Application, Application) which can be found on DCA's website at [www.nyc.gov/culture](http://www.nyc.gov/culture). The Guidelines provide you with an overview of the program's design as well as a description of its eligibility requirements. In addition to the Application you will find a short Pre-Application form, utilized to provide organizations with a quick eligibility determination before undertaking the entire application process.

You may make your reservation for the application seminar by email [CADPinfo@culture.nyc.gov](mailto:CADPinfo@culture.nyc.gov) or fax (212) 341-3820. Please include the name of your organization, as well as any attendee's name, title and contact number. Since space is limited, register early to guarantee your preferred date.

If your organization is eligible, I strongly encourage you to participate in this exciting new opportunity to build a more sustainable future.