

Building Sustainability

General Instructions

All applicants must first submit a Pre-Application. Only those organizations who qualify under the program eligibility requirements will be invited to submit a full Proposal. When completing your Pre-Application and full Proposal keep in mind the following:

- The proposal must be typed on both sides of 8 ½" X 11" paper; use 10pt font or larger. No handwritten forms or attachments.
- Provide your organization's legal name in the upper right hand corner of each page, including all attachments and supplemental materials.
- The City of New York requests that all proposal be submitted on paper with no less than 30% post consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>.) Pages should be paginated.
- If additional space is necessary to answer a question, clearly identify answer by corresponding section number and question.
- Do not leave any request for information unanswered. If you think a question does not apply, explain why.

Pre-Application Instructions

Deadline: December 9, 2008

Line-by-Line Instructions

The detailed instructions below are keyed to the numbered sections of the Pre-Application Form.

I. Applicant Organization

- a. The name provided must be identical to that in the IRS determination letter for tax-exempt status.
- b. If your organization regularly operates under a name other than the legal name listed in Section I.a., please indicate that name.
- c. Provide your organization's website address, if applicable.
- d. Indicate street number, city, state, and zip code of your organization's primary location.
- e. Indicate mailing address if different from street address.
- f. Indicate neighborhood/borough of organization's service area.
- g-h. List the council district and community board in which your organization is located. Visit "Find my elected representative" at www.cmap.info/webmapping or www.nyccouncil.info, or call 311, the City's information number or the Board of Elections (212-487-5300) to confirm this information.
- i-l. Indicate name, title, telephone number (including extension) and e-mail address of the Chief Executive Officer. This person must sign the Pre-Application.
- m-p. Indicate name, title, telephone number (including extension) and e-mail address of the person in your organization who will serve as the contact person for this Pre-Application, if different from the Chief Executive Officer.
- q. Indicate the month and year that your organization was incorporated
- r. Indicate the day and month your organization's fiscal year begins.
- s. Enter your 9-digit Federal Employer Identification Number.
- t. Provide a fax number where the Chief Executive Officer can be reached.
- u-v. Complete as requested.

II. DCA Funding Status and Tax Exempt Status

a-c. Complete as requested

III. Certification and Release

This is the signature page certifying that all information within the application and accompanying materials is true and correct, and that the organization will comply with the provisions of the Grant Award Agreement should the application be funded. The signers must be those with official authority within the organization. The Chief Executive Officer and the Board Chairperson are required to sign the Pre-Application.

Proposal Instructions

Deadline: January 15, 2009

Line-by-Line Instructions

The detailed instructions below are keyed to the numbered sections of the Proposal Form.

I. Applicant General Information

- a. The name provided must be identical to that in the IRS determination letter for tax-exempt status.
- b. If your organization regularly operates under a name other than the legal name listed in Section I.a., please indicate that name.
- c. Provide your organization's website address, if applicable.
- d. Indicate street number, city, state, and zip code of your organization's primary location.
- e. Indicate mailing address if different from street address.
- f. Indicate neighborhood/borough of organization's service area.
- g-h. List the council district and community board in which your organization is located. Visit "Find my elected representative" at www.cmap.info/webmapping or www.nyccouncil.info, or call 311, the City's information number or the Board of Elections (212-487-5300) to confirm this information.
- i-l. Indicate name, title, telephone number (including extension) and e-mail address of the Chief Executive Officer. This person must sign the Proposal Form.
- m-p. Indicate name, title, telephone number (including extension) and e-mail address of the person in your organization who will serve as the contact person for this proposal, if different from the Chief Executive Officer.
- q. Indicate the month and year that your organization was incorporated
- r. Indicate the day and month your organization's fiscal year begins. This date should correspond to annual operating budget figures in Section 4 of the application and to the financial statements being submitted.
- s. Enter your 9-digit federal Employer Identification Number.
- t. Provide a fax number where the Chief Executive Officer can be reached.
- u-y. Complete as requested.

II. Proposed Capacity Building Project

Complete as requested.

III. Board Information (to be completed by Board member)

a. Complete as requested.

- b. Standing committees – Committees permanently established in an organization’s bylaws.
- c. Ad hoc committees – Committees that are set up for a particular purpose or established to address a specific issue, usually with an end date, i.e. a task and time specific work group.
- d. Board development, recruitment, nomination, and orientation – A formal process of nominating and interviewing candidates, orienting and training new directors, and continued education of the board.
- e-i. Complete as requested.
- j. Management Policies Control policies and procedures regarding the formal and visible ways the organization does its work - within governance, information management, communications, finance, planning, evaluation, etc – established by management to provide reasonable assurance that goals are met, that resources are used in compliance with laws and regulations, and that valid and reliable related information is obtained and reported.
- k. Fiscal policies and procedures manual – A set of procedures for how an organization manages its finances, including how the following activities are carried out: accounting system and recording of financial transactions, budgets, financial statements, financial reporting, and petty cash.
- l-m. Complete as requested.
- n. Development – A term used to define the total process of organizational fundraising.
Operating budget – A detailed outline, for one fiscal year, of projected earnings and gifts, countered by costs and expenses.
- o. Complete as requested.
- p. Capital campaign – An intensive, time-limited fundraising endeavor to meet a specific financial goal in order to fund a special project such as the construction of a facility or the acquisition of equipment.
- q. Contribution policy – A policy that requires board members to make personal gifts commensurate with their means. A minimum (get and/or give) contribution may be required by some boards.
- r. Fund development participation – Board members contribute consistently, and support fund development through such activities as individual solicitation, site visits with funders, proposal writing and annual fundraising events, in order to reach predetermined goals.

IV. Annual Operating Budget

Provide your organization’s board approved operating budget for the most recently completed year, the current year, as well as the period for which support is requested. Before you begin: If you already prepared operating budgets that include all of the relevant revenue and expense categories detailed in the given budget form, you may submit them in their original form. However, please provide budget notes as required.

Earned income:

- Admissions/Box Office – Income derived only from admission to events, exhibitions and performances.
- Tuition/Class/Workshop Fees – Income derived from fees charged for classes, registration, workshops and seminars.
- Concessions – Income derived from concession sales at program events.
- Fundraising Events – Income derived from special events. Amount should be the *gross* income received before expenses.
- Rental Fees – Income derived from leasing space or equipment to another entity.

- Other – All other sources of earned income not included in other categories. Include any membership income under individual contributions.

Unearned/Non-Government:

- Corporate Support – Cash support derived from contributions given by businesses, corporations, and corporate foundations. Also include employee matching gift programs.
- Foundation Support – Cash support derived from private foundations.
- Individual Support – Support from private individuals, member support from “friends” organizations. Do not include corporation, foundation or government contributions and grants.
- Other Unearned Income – Include and specify any other contributions and grants not included above.

Unearned/Government:

- NEA – National Endowment for the Arts
- NYSCA – New York State Council on the Arts
- Other Federal and State – Include and specify any other grants derived from federal and state sources (e.g., National Endowment for the Humanities, Institute of Museum Services, Community Development Block Grants, Urban Development Action Grants, Department of Education, NYS Natural Heritage Trust, or NYS Department of Education).
- DCA – New York City Department of Cultural Affairs. Identify and itemize funds derived from other DCA sources (e.g., Public Service Award) Please note that Capital support should not be included in the Operating Budget.
- Other City – Include and specify funds anticipated from any other division of New York City Government (e.g., Departments of Education, Aging, or Youth and Community Development, direct funding from Borough Presidents, Councilmembers).
- Local Arts Councils - Specify the arts council (e.g., Brooklyn Arts Council, Queens Council on the Arts), and include here any DCA regrant funds as well as NYSCA decentralization funds received. Be sure to specify in Budget Notes.

Expenses:

- Personnel – This item should include those staff members who are on salary and for whom you make withholding deductions. Figures should include gross salaries and fringe benefits such as health insurance. Social security, pension fund payments and payments to retirees should be included within each category of personnel.
 - Administrative: Executive and supervisory administrative staff, program directors, business managers, press agents, development staff, clerical staff, ushers and other front-of-the-house and box office staff, librarians, maintenance and security staff, etc.
 - Artistic: Artistic directors, conductors, musicians, curators, composers, poets, dance masters, choreographers, designers, video artists, filmmakers, painters, authors, sculptors, graphic artists, actors, dancers, singers, teachers, instructors, etc.
 - Technical/Production: Technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibition installation staff, conservators, etc.
- Equipment Rental/Supplies – Rental charges for equipment on a per-use basis (e.g., lighting, sound). Equipments and supplies purchased costing less than \$500 with an estimated useful life of less than two years. Such items are considered consumables

- required for daily operations (e.g., paper, photocopying, soap, toe shoes, pencils, paint brushes).
- Outside Professional Services – Payments to firms or persons on a fee-for-service basis including consultant fees, honoraria, stipends for nonstaff, public relations, fundraising, outside security, instructors, choreographers, curators, conductors, designers, video artists, etc.
 - Space Rentals/Utilities – Payments for rental of office, rehearsal, theater hall, gallery, and other such spaces, and utilities such as electricity, water, gas, etc.
 - Insurance – Payments for indemnity coverage against loss by specified contingency or peril.
 - Travel/Transportation – Costs associated with trucking, shipping, and hauling of equipment, costumes and sets. Also travel costs for an individual including fares, hotel, and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage allowances on personal vehicles, gas, car rental.
 - Advertising/Promotion/Marketing – All costs for advertising, marketing, publicity and/or promotion. Do not include payment to individuals or firms that belong under “Personnel” or “Outside Professional Services.” Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, and space rental when directly connected to promotion, publicity or advertising.
 - Other Expenses – All expenses not entered in other categories. Include fundraising expenses, scripts and scores, lumber and nails, storage, postage, telephone, interest charges, photographic supplies, publication purchases, sets and props, insurance fees, nonstructural renovations or improvements, etc.

Surplus/ (Deficit):

Indicate as appropriate.

In-Kind Support:

Should reflect the fair market value of volunteered services or essential items. Include donations from DCA’s Materials for the Arts Program. The value of any item noted as in-kind support must also be included in the appropriate portion of the operating budget. Total income plus total in-kind support should equal total expenses. Itemize in-kind support on your Budget Notes.

V. Budget Notes

Complete as requested.

VI. Supplemental Information and Requirements

Submit as requested.

VII. Certification and Release

This is the signature page certifying that all information within the application and accompanying materials is true and correct, and that the organization will comply with the provisions of the Grant Award Agreement should the application be funded. The signers must be those with official authority within the organization. Both the Chief Executive Officer and the Board Chairperson are required to sign the proposal. *In instances when the same person holds both of these positions, please have the Board Treasurer sign in place of the Board Chairperson.*

TABLE 1 - Organization's share of project cost

(Project cost) = (Building Sustainability grant) + (Organization share)

Use the chart below to determine your organization's approximate share of the project cost

	Project Cost \$35,000	Project Cost \$30,000	Project Cost \$25,000	Project Cost \$20,000	Project Cost \$15,000
Annual Operating Budget	Organization Share	Organization Share	Organization Share	Organization Share	Organization Share
1,000,000	5,500	5,000	4,500	4,000	3,500
950,000	5,325	4,850	4,375	3,900	3,425
900,000	5,150	4,700	4,250	3,800	3,350
850,000	4,975	4,550	4,125	3,700	3,275
800,000	4,800	4,400	4,000	3,600	3,200
750,000	4,625	4,250	3,875	3,500	3,125
700,000	4,450	4,100	3,750	3,400	3,050
650,000	4,275	3,950	3,625	3,300	2,975
600,000	4,100	3,800	3,500	3,200	2,900
550,000	3,925	3,650	3,375	3,100	2,825
500,000	3,750	3,500	3,250	3,000	2,750
450,000	3,575	3,350	3,125	2,900	2,675
400,000	3,400	3,200	3,000	2,800	2,600
350,000	3,225	3,050	2,875	2,700	2,525
300,000	3,050	2,900	2,750	2,600	2,450
250,000	2,875	2,750	2,625	2,500	2,375
200,000	2,700	2,600	2,500	2,400	2,300
150,000	2,525	2,450	2,375	2,300	2,225
100,000	2,350	2,300	2,250	2,200	2,150
50,000	2,175	2,150	2,125	2,100	2,075

Calculations are based on the following formula:

$$\text{Organizational Share} = \$2,000 + (\text{Annual Operating Budget})(\text{Project Cost})(.1)$$

E.g., Using the formula above for an organization with an operating budget of \$500,000 and a project cost of \$25,000, the required match would be \$3,250 and DCA's contribution would be \$21,750.

$$\$3,250 = \$2,000 + [(500)(25)(.1)]$$