



FISCAL 2011 RENEWAL CHECKLIST

Applicant's Legal Name: _____

Organization ID (EIN): _____

Below is a list of Supplemental materials that must be submitted in addition to the online Renewal form for your Renewal to be considered **COMPLETE**. All Supplemental materials must be postmarked by the U.S. Postal Service no later than July 19, 2010, or hand-delivered to DCA's office no later than 6:00 pm on that date. Please include a copy of this checklist with your submission.

ONE copy of each of the applicable financial documents based on your organization's FY08 operating income:

- Under \$25,000:** IRS 990-N (postcard) **AND** Treasurer's Statement
\$25,000 or over but less than \$100,000: IRS 990
\$100,000 or over but less than \$250,000: IRS 990 **AND** Independent Accountant's Review
\$250,000 or over: IRS 990 **AND** Audited Statement

- ONE copy of IRS 501(c)(3) determination letter (see requirements below for organizations using a fiscal sponsor/conduit)
- ONE copy of DCA CDF Funder Report for the Cultural Data Project including complete FY08 information
- ONE copy of the organization's Funding Plan on [template provided by DCA](#)
- ONE copy of the full Board List on [template provided by DCA](#)

For organizations selecting Social and/or Multi-Service, Educational, or Religious as an Organizational Code:

- ONE copy of the full organizational budget completed on the [budget template](#) provided by DCA

For organizations using a fiscal sponsor/conduit:

- ONE copy of proof of incorporation in New York State. Acceptable forms of documentation include NYS incorporation certificate; G750 497 Office of Charities Registration; and Board of Regents Charter under 216 of the State Education Law
- ONE copy of a current letter of agreement from the fiscal sponsor stating terms and conditions under which they will act as an agent. This letter must be dated February 1, 2010 or later
- ONE copy of the fiscal sponsor's IRS 501(c)(3) determination letter (in lieu of the applicant organization's IRS 501(c)(3) letter)

Materials should be mailed or delivered to:
Department of Cultural Affairs
FY11 CDF Renewal Materials
31 Chambers Street, 2nd Floor
New York, NY 10007