



INSTRUCTIONS FOR COMPLETING Fiscal 2011 Cultural Development Fund Renewal Form

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I. GENERAL INSTRUCTIONS

The Department of Cultural Affairs Fiscal 2011 CDF Renewal form consists of two parts: an online submission and a hardcopy submission. The Renewal form, which is the online portion, must be submitted via DCA's website no later than **Monday, July 19, 2010**. The hardcopy portion, which consists of supplementary documents, must be postmarked by the U.S. Postal Service or delivered to DCA's office no later than **July 19, 2010**. In order for a Renewal to be considered complete, both parts of the Renewal must meet these deadlines.

Because we need basic, uniform information in our system for all the organizations that apply to DCA, the Renewal form features the same fields as found in the Fiscal 2011 Application, although of course it will not be submitted to a panel for consideration; your funding determination was made during the Fiscal 2010 panel process. However, we do need you to describe the public services you will be providing with Fiscal 2010 support from DCA. Those descriptions must include a level of detail that allows us to understand the projects and create your Fiscal 2011 Grant Agreement.

Please read through these Instructions carefully and be sure to refer to them as you complete the Renewal form. Note that because the online form was developed for the competitive Application process, **some of the instructions and listing of required supplemental materials on the website may differ from those found here.**

Renewal forms are considered complete when both the online form and the supplemental materials have been received and deemed to contain an adequate and quantifiable description of services to be provided.

Both the online Renewal form and the Supplemental materials must be complete when submitted. Refer to the Supplemental materials section on page 15 of these Instructions for the items required for a complete renewal. The Renewal Checklist is available on DCA's website and serves as the cover page for your Supplemental materials. **Required Supplemental materials now include a copy of the DCA CDP Funder Report from the Pew Charitable Trust's Cultural Data Project** with complete information from Fiscal 2008. More information about the Cultural Data Project can be found at www.nysculturaldata.org.

You will be able to print the online form at any time via the "Print Preview" option in the "Final Review and Submit" section on the Sidebar. Be sure to keep a duplicate copy of all Renewal materials including the form for your files.

If you have questions about the Renewal process, please contact your Program Specialist directly.

II. STARTING A RENEWAL

Tips

- Review all documents found on the Instructions page of the Renewal website.
 - Navigate the online Renewal in any order you choose.
 - Remember to save your work frequently as you complete the Renewal.
 - Make sure to log out of the Renewal when stepping away from your computer.
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Once logged in to the Renewal, users will be sent to the "Instructions" page. The Application ID will be listed as "TBD" until the Application is submitted. To start, click NEW APPLICATION. If you have already begun working on a Renewal, click on the saved draft labeled "2011" located under the Applications heading. Users will only be allowed to create and work on one Application or Renewal per fiscal year. Over time, this page of the form will contain a cumulative record of your organization's application history, beginning with the first application that the organization filed electronically.

To view or edit the contact information on file for the organization, click ACCOUNT PROFILE. Contact information provided in the Account Profile will be used for correspondence related to your Renewal, including confirmation of submission and password requests. Please confirm that the Account Profile information is still current if you submitted a CDF Application or Renewal for FY10, and update it if it is outdated.

Links to the Renewal Checklist and templates for Supplemental materials are located on the Instructions page; be sure that you have reviewed all of these before you begin.

Remember that you do not need to complete each section sequentially. You may save your work at any time (and should save frequently), log out, and return to the form later.

III. ORGANIZATION INFORMATION

Tips

- Enter your FY08 Operating Income first.
 - Carefully review and update any fields that are pre-populated.
 - Note that the allowable character lengths for some fields have increased since last year's CDF Application and Renewal.
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ORGANIZATION PROFILE

When you clicked NEW APPLICATION, you were sent to the Organization Profile. If you

submitted an online CDF Application or Renewal in Fiscal 2010, some of the fields in this section will be pre-populated with the previous year's information. Review all of the information on this page and update or correct where necessary.

Before you fill out any other part of this Renewal, enter your organization's FY08 Operating Income. The figure entered below must be accurate and should match information from your FY08 financial documents; this figure should not include in-kind support. If you submitted an online CDF Application or Renewal in Fiscal 2010, this field will be pre-populated with your FY07 Operating Income. *You MUST update this to reflect your FY08 Operating Income.*

NOTE: Social/Multi-Service, Educational, and Religious Organizations must provide the organization's FY08 cultural budget only in the FY08 Operating Income box. (In this instance it may not match the organization's 990 filing.)

Contact Information: Complete the contact information as requested.

Executive Director Information: Include the contact information for the Executive Director or Chief Executive Officer.

Organization Address: Indicate your organization's primary administrative address. Select from the drop-down menu the Community Board and Council District that correspond to that address. Visit www.nyc.gov or call 311, the City's information number, to confirm this information. Please select from the drop-down menu the neighborhood that corresponds to the organization's primary address.

Mailing Address: If your mailing address is the same as your organization address, select "Yes." If your mailing address is different from your organization address, select "No" and complete the Mailing Address section.

Organization Contact Information: Provide an alternate phone number (cell or home) where DCA may reach you **during non-working hours** in case of emergency. Provide a fax number for the Executive Director. Provide the organization's website address.

General Information: Select from the drop-down menu the one organizational code that best describes your organization based on the following categories:

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|---------------------------------|--|
| <u>Arts Services:</u> | Organizations whose primary mission is to provide service to the cultural field rather than produce or present. |
| <u>Botanical:</u> | Organizations whose primary focus is the study of plants and botany. |
| <u>Educational Institution:</u> | An organization dedicated primarily to providing education or an organization closely affiliated (either housed in or sponsored by) a school, college, or university. |
| <u>Gallery:</u> | An exhibition space with rotating exhibitions and programs rather than a permanent collection/program. |
| <u>Historical Society:</u> | Organizations primarily dedicated to the preservation and sharing of the history of a given area or subject. |
| <u>Library:</u> | Organizations whose primary mission is to contain and share books, periodicals, and other materials for reading. |
| <u>Museum:</u> | Organizations primarily devoted to the acquisition, conservation, study, exhibition, and educational interpretation of objects having scientific, historical, or artistic value. |

<u>Performing:</u>	Organizations primarily dedicated to the production and presentation of the performing arts.
<u>Presenter:</u>	Organizations offering presentation space or support as their primary service.
<u>Religious:</u>	Organizations whose primary mission and/or constituency is faith-based.
<u>Social/Multi-Service:</u>	Organizations whose primary mission is not based in arts and culture.
<u>Other:</u>	All other organizations. Be sure to give a brief description in the "other" field.

FY08 Organization Income: This box applies only to organizations that selected Social/Multi-Service, Religious or Educational Institution as their organizational code. These organizations should enter the FY08 Operating Income for the entire organization here. Do not include commas in this number.

Incorporation Year: Enter the year your organization was incorporated. This should correspond to the year on the organization's letter of incorporation.

Conduit Information: This field defaults to "No." If the Renewal is being submitted through a fiscal conduit, check "Yes" and provide the legal name of the conduit. Please contact your fiscal sponsor to determine any additional requirements well before submitting this renewal.

MISSION & OUTREACH

Mission Statement: Please complete as directed. If you completed an online CDF Application or Renewal in Fiscal 2010, this section will be pre-populated with the previous year's information. **Review all the information in this section carefully and update as appropriate.**

Outreach/Marketing Statement: Describe outreach to audience and/or participants, as it relates to the focus of the proposed project(s). Please include the following in providing your response:

- the characteristics of the community being reached or audience being served;
- plans for outreach efforts;
- types of marketing tools (e.g., print media, e-mail blasts, ticket subsidies);
- how potential participants will be notified of your services.

FACILITIES & VENUES

So we may better serve the needs and advocate on behalf of the field, please provide information regarding facilities and venues for your organization as requested. If the question is not applicable, please enter "N/A" (for example, not every organization is open to the public).

Facility Information: Please complete as directed. Social/Multi-Service, Religious and Educational Organizations whose primary mission is not cultural should indicate the percent of the annual budget spent on *cultural* space.

Primary Locations/Venues: Please list the primary locations and venues where your programming takes place.

Relocations/Expansions/Renovations: Please complete as directed.

ATTENDANCE & EDUCATION

Provide information about your audience and any education programs that you administer.

FY09 Attendance: In the applicable categories, please provide total actual attendance figures for cultural activities in your organization’s Fiscal 2009 that took place within the five boroughs. “Web-based Programming” refers to activities that use the internet as the primary component of the service provided, such as an interactive artist registry or online video gallery. Include all cultural activities, not just those for which you requested CDF support. These responses will total automatically. Do not include commas in these numbers.

Ethnicity: This section is optional. DCA uses this information for research purposes only.

Individuals with Disabilities: Please complete as directed. (Please note that this box allows only 100 characters).

Educational Programs: *This section applies only to organizations that provide educational programs to benefit children in grades Pre-K through 12.* The educational fields default to “No.” If your organization provides educational services, check “Yes” for the first question, regardless of whether CDF support is being requested for those programs, and answer the subsequent questions in this section.

PREVIOUS ACTIVITIES

Enter your organization’s activities that have taken place between July 1, 2008 and now. You may enter up to eight activities, so group events that are related or which occur within the same season and/or fiscal year (for example, 2009 Mainstage Season). Be sure to include activities that may be related to the projects for which you are applying. The Date(s) field does not have to be specifically formatted – it may include either dates or date ranges.

Click the SAVE ACTIVITY button to save an entry and add it to the list of Previous Activities. Repeat these steps to add more activities to the list. Once an activity has been added, you cannot edit the entry, but you can delete and re-enter activities if necessary. If you need to delete an activity as you are entering the information, click the CLEAR FIELDS button.

IV. STAFF/BOARD INFORMATION

Please supply information regarding your staff and board as requested below.

STAFF INFORMATION

General Staffing Information: Please complete as directed; note that each Yes/No question defaults to “No.” Employees are considered full time if they are permanent staff working 35 hours a week or more (whether paid or not).

Volunteer Program: Please complete as directed.

Principal Administrative/Artistic Staff: Provide information on the organization’s principal administrative and artistic staff. Be sure to enter the Executive Director and Application Contact on this list, even if they were entered into the Account Profile. Enter up to 10 staff members individually; use the drop-down menus to indicate whether the staff

member is full- or part-time and the person's salary range. Salary ranges are as follows:

A - Unpaid	E - \$50,001 – 100,000
B - \$1 - 10,000	F - \$100,001 – 200,000
C - \$10,001 – 25,000	G - \$200,001+
D - \$25,001 – 50,000	

Click SAVE STAFF MEMBER to save an entry and add it to the list of staff. Once a staff member has been added, you cannot edit the entry, but you can delete and re-enter members if necessary. The form will accept up to 10 entries; at least one staff member must be entered for this section to be complete. If you need to delete a staff member as you are entering the information, click the CLEAR FIELDS button.

BOARD INFORMATION

General Board Members Information: Please complete as directed.

Board Members/Trustees: Provide information on the organization's Board Members, including his/her name, title, profession/affiliation, and the year s/he was appointed. For non-officers, enter "N/A" in "Board Member Title." For "Profession/Affiliation" enter his/her employer, professional title, or field of expertise (e.g., XYZ Corp., artist.) Click SAVE BOARD MEMBER to save your entry and add it to your list of members. Once a board member has been added, you cannot edit the entry, but you can delete and re-enter members if necessary. The form will accept up to six Board Members. If your Board has more than six members, enter just the officers here. At least three Board Members must be entered for this section to be complete. (A full Board List will be required as part of the Supplemental materials). If you need to delete a board member as you are entering the information, click the CLEAR FIELDS button.

V. BUDGET INFORMATION

Tips

- *FY09 and FY10 budget fields will be pre-populated for organizations that submitted an Application or Renewal for FY10 and must be corrected to reflect the most current data as of submission.*
- *Do not include in-kind items in any expense fields.*
- *All budget fields must be complete. Enter "0" for fields that are not applicable.*

This section provides three fiscal years of budget information – the most recent year, the current year, and the projected year. You may wish to complete the proposed services section before completing the budget information. All figures provided are for the organization's fiscal year, which may not be the same as the City's fiscal year. Do not include commas in these numbers.

If you submitted an online CDF Application or Renewal for Fiscal 2010, the fields in this section will be pre-populated with the previous year's information. *These figures were projected at the time of submission and must be updated for most organizations.* Note that the definitions for the Other Earned Income and Corporate Contributions fields have changed since last year's Application. Please make sure to review all of the information in this section carefully and update as appropriate.

OPERATING BUDGET

Complete this section as directed. Do not leave any fields blank. If a budget category is not applicable, enter "0." Subtotals and Totals will calculate automatically, based on the figures provided. Do not include in-kind support in this section.

Fiscal Years: Indicate the month and year your Fiscal Year begins. This start date should correspond to the financial statements submitted with your Supplemental materials.

Earned Income:

Admissions/Box Office - Income derived from admission to events, exhibitions and performances.

Contracted Services - Income derived from or received for services provided by your organization (e.g., space rental, performance fees, and consultants' fees). Specify the source(s) in the Budget Notes section.

Tuition, Class/Workshop Fees - Income derived from fees charged for classes, registration, workshops and seminars.

Publications - Income derived from sale of publications.

Fundraising (Gross) - Income derived from benefit events and galas. Note: Please make sure your fundraising amount is the gross income received (before expenses).

Other Earned Income - All other sources of earned income (e.g., interest on bank accounts, concession sales, membership income, and any other income not listed in the categories above). Specify the source(s) in the Budget Notes section.

Unearned/Non-Government Income:

Corporate Contributions - Cash support derived from contributions given by businesses, corporations, and corporate foundations. This category includes funds from employee matching gift programs and members' support from "friends" organizations.

Foundation Grants - Cash support from private foundations.

Individual Contributions - Support from private individuals.

Other Unearned Income - All other sources of unearned income (e.g., endowment interest income, contributions from a foreign consulate, and any other income not listed in the categories above). Specify the source(s) in the Budget Notes section.

Unearned/Government Income:

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 and Library Services, Community Development Block Grants, Urban Development Action

Grants, NYS Natural Heritage Trust, or NYS Department of Education). Specify the source(s) in the Budget Notes section.

DCA/Program Services – Funding received or requested through the Department of Cultural Affairs Cultural Development Fund. If you have received or are anticipating discretionary funding from a member of the City Council administered by DCA, include that figure here also.

DCA/Other - Identify and itemize funds derived or anticipated from *other* DCA sources (e.g., CADP). Capital support should not be included in the Operating Budget or the Project Budget. Specify the source(s) in the Budget Notes section.

Other City - Identify funds received or anticipated from any other City Agency (e.g., Department of Education, Department for the Aging, Department of Youth and Community Development). Specify the source(s) in the Budget Notes section.

Local Arts Councils - Specify the arts council (e.g., Brooklyn Arts Council, Queens Council on the Arts), and include any DCA regrant funds as well as NYSCA decentralization funds or JPMorgan Chase funds received. Specify the source(s) and the fund (i.e., NYSCA, DCA) in the Budget Notes section.

Expenses: This section should reflect only actual cash expenses – DO NOT include in-kind support.

Personnel - Provide cumulative figures in these categories for all staff members on salary 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. In the Project Budget section, only include expenses related to the specific project for which you are requesting support.

Administrative: Executive and supervisory administrative staff, program directors, business managers, communications staff, 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, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc., which are on staff.

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.

Outside Professional Services - Payments to firms or persons on a fee-for-service basis including consultant fees, honoraria, stipends for non-staff, public relations, fundraising, outside security, instructors, choreographers, curators, conductors, designers, video artists, musicians, actors, dancers, etc. Specify the source(s) in the Budget Notes section. In the Project Budget section, only include expenses related to the specific project for which you are requesting support.

Space Rental/Utilities - Payments for rental of office, rehearsal, theater hall, gallery, and other such spaces, and utilities such as electricity, water, gas, etc. In the Project Budget section, only include expenses related to the specific project for which you are

requesting support.

Equipment Rental/Supplies - Rental charges for equipment on a per-use basis (e.g., lighting, sound). Equipment 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). In the Project Budget section, only include expenses related to the specific project for which you are requesting support.

Travel/Transportation - Costs directly related to travel. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage allowances on personal vehicles, gas, car rental, etc. Also costs associated with trucking, shipping, and hauling of equipment, costumes, and sets. In the Project Budget section, only include expenses related to the specific project for which you are requesting support.

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 (for fundraising expenses, see "Other Expenses"). In the Project Budget section, only include expenses related to the specific project for which you are requesting support.

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, non-structural renovations or improvements, etc. Specify the expenses in the Budget Notes section. In the Project Budget section, only include expenses related to the specific project for which you are requesting support.

Surplus/(Deficit) - This figure is automatically calculated. You will be asked to explain this figure and how you will address any surplus/deficit for all three fiscal years in the Budget Notes section.

BUDGET NOTES

Complete this section as directed. Do not leave any sections blank. Enter "N/A" for sections that do not apply to your budget.

Fiscal Year Variation: Please complete as directed.

Other Sources of Income and Expenses: For FY11 figures, please detail other sources of income and expenses for the following fields: Contracted Services, Other Earned Income, Other Unearned Income, Other Federal and State Income, DCA/Other Income, Other City Income, Local Arts Councils, Outside Professional Services, and Other Expenses.

Surplus/Deficit: This field will show an automatic calculation of any surplus and/or deficit of your Fiscal Year 2010. Please provide a history of and/or plans for addressing any surplus/deficit by fiscal year here.

In-Kind Support: In-kind support should NOT be reflected in the Operating Budget. In this field, indicate the total fair market value of goods and services provided in-kind in FY10.

Include donations from DCA's Materials for the Arts Program. Specify the in-kind sources that make up this figure.

Further Explanation: Please complete as directed.

BUDGET INFORMATION

Major Operating Budget Increase/Decrease: If you anticipate any major increases or decreases in your operating budget in FY12 and/or FY13, please explain. This question will only appear if the FY08 operating income entered in Organizational Profile is OVER \$250,000.

Special Funds: Complete the information requested. If Special Funds are not applicable to your organization, select "No." If Special Funds are applicable, select "Yes" and the fields will become available. Select the Fund Type and Restrictions from the drop-down menus. Click the SAVE FUND button to save your entry and add it to your list of funds. Once a fund has been added, you cannot edit it, but you can delete and re-enter funds if necessary. Enter up to four Special Funds. If you need to delete a fund as you are entering the information, click the CLEAR FIELDS button.

VI. PROPOSED SERVICES

Tips

- *Enter projects in priority order.*
- *Include a full description of the proposed projects for FY11. Be as specific as possible about dates, locations, and the number of events that will occur for each project.*
- *Confirm that the Amount Totals are accurate reflections of the anticipated cost and amount requested for each project.*

Project information is the core of the Renewal form. Organizations may request support for up to five projects. Your organization is expected to complete all projects as proposed. The project summary and budgets should demonstrate a level of public service similar to the service outlined in your organization's FY10 CDF Application or Renewal. **If you anticipate the level or scope of public service to differ from Fiscal 2010, please consult with your Program Specialist before completing and submitting the form.** Your organization is expected to complete all projects as proposed.

This section consists of a **Project Summary** which provides the most basic information about all projects for which you are requesting support; a **Project Overview** with general information and a synopsis for each project; **Project Details** for specific, detailed information about each project; and a **Project Budget** section for each project. Be sure to consider how project budget figures correspond to your organizational budget. Use realistic estimates in all projections when defining your project.

Projects should be entered into the Renewal in priority order. Once projects are entered, you may change the priority of each project using the "Set Priority" arrow next to the project title. The project at the top of the list will be considered your organization's highest priority. Begin by creating a new project in the summary section and titling that project. To move among sections within each project, click the arrows.

Multi-Select Function: Certain fields allow users to select multiple answers, including borough, council district, and specific audience. PC users should hold CTRL while clicking all selections; MAC users should hold COMMAND while clicking all selections.

PROJECT SUMMARY

Projects: Click NEW PROJECT to enter information about each project for which you are requesting DCA support. To edit or change saved project information, click on the Project Title.

Amount Totals: These fields calculate automatically based on the figures provided in your project budget(s) in the fields labeled "DCA Project Request" and "Total Expenses." **Please note that the field labeled "Total Request Amount" should equal the funding threshold that is just greater than the amount indicated in Paragraph 4, Part A of the organization's Fiscal 2010 Grant Agreement or Fiscal 2010 Amended Grant Agreement.** The threshold amounts can be found on page 14 of these Instructions.

Designation: Select one discipline and one borough to describe your overall proposal, based on the information entered about all your proposed projects.

Borough Designation for Proposed Activities – Select the one borough that best designates the location of all the proposed activities. This may or may not be the same borough in which your offices are located.

Discipline Designation for Proposed Activities – Based on the primary discipline of the services you are providing, select only one discipline listed below.

- | | |
|------------------------------------|---|
| Architecture/Design | Multi-Disciplinary, Performing & Non-Performing |
| Botanical | Museum |
| Crafts | Music |
| Dance | New Media |
| Film/Video/Audio | Photography |
| Folk Arts | Science |
| Humanities | Theater |
| Literature | Visual Arts |
| Multi-Disciplinary, Non-Performing | Zoo |
| Multi-Disciplinary, Performing | |

Renewal Certification: If the proposed projects are very similar to activities funded in Fiscal 2010, select "no" for this question. If the proposed projects are new or differ significantly from Fiscal 2010, select "yes" and describe the changes and the reason for the change in the box below. Details of new or changed projects should be entered in the project synopsis and project narrative section.

PROJECT OVERVIEW

Project Title: The Project Title should be a concise description of the project (e.g., Ticket Subsidy Program, Mainstage Season, After School Filmmaking Program, Artists' Summer Residency). **You will not be able to save the project until it has been titled.**

Project Cost: This field will be automatically populated based on the "Total Expenses" field entered on the Project Budget page.

Request Amount: This field will be automatically populated based on the "Project Request Amount" entered on the Project Budget page.

Discipline Code: Select the most relevant discipline code from the drop-down menu to

describe the proposed services in this project.

Borough(s): Select the appropriate borough(s) from the drop-down menu that pertain to this project. You may select more than one borough by using the multi-select function.

Council District(s): Select the appropriate Council District(s) from the drop-down menu that pertain to the proposed services in this project. You may select more than one council district by using the multi-select function.

Synopsis: Summarize the essential information for the project - a brief, concise description that includes the following: the type of activity, number of events (performances, workshops, exhibits, issues of a publication, etc.), date(s) and place(s), admission fees (if any), and intended audience.

Proposed Services Beyond FY11: This section will appear only if your FY08 Operating Income is OVER \$250,000. These questions are related to proposed services and budget projections for Fiscal Years 2012 and 2013 and should be answered with as much detail as possible at this time. If this project will continue beyond FY11, explain any changes and enter "N/A" for the next question. If this project will end in FY11, enter "N/A" for the first question and answer the second.

PROJECT DETAILS

Project Description: The project description should include the important elements of each project – the who, what, when, where, why, and how, and be specific as to the quantity of public service being provided (e.g., three mainstage productions; four exhibitions; 12 classroom visits) and how they connect to the organization’s mission. A high level of detail is required and evidence of the public service of the project must be clear. As with all DCA funding, the renewal is for this Fiscal Year, therefore all projects must take place between July 1, 2010 through June 30, 2011 and happen within New York City. If you anticipate the level or scope of public service to differ from Fiscal 2010, please consult with your Program Specialist before completing and submitting the form. This field can accept up to 2500 characters, including spaces, symbols, and returns. Do not describe your project in list format.

Give a complete, specific and detailed description of each project in the project description, and include the following information as applicable:

For all projects:

- identify performers/artists, including brief information on artists involved
- provide dates, times, locations/venues, etc.
- describe the objectives of the project
- explain the programming or curatorial selection process, including who is responsible for making the selections
- describe the process by which participants are selected
- describe how the intended audience is engaged

For education projects:

- indicate the name(s) and/or number(s) of the public schools and grades being served
- describe the organization’s relationship to the schools being served
- describe the planning process by which the program was designed

- indicate the total number of students and teaching artists participating
- note the number and length of each session with each group of students
- note the qualifications of the artists/teachers
- describe the materials to be presented, including pre- and post-visit materials
- note the relationship of the program to the classroom curriculum
- discuss how the teaching artists and schools evaluate the program

For ticket subsidy projects:

- explain the process and criteria by which ticket recipients are selected
- indicate maximum capacity for the event(s), i.e., size of house
- indicate the number of tickets to be subsidized
- indicate the charges, if any, for the subsidized tickets
- indicate the price that would be charged for non-subsidized tickets

Start Date of Activity/End Date of Activity: Enter specific activity start and end dates in the fields provided. All projects must occur between July 1, 2010, and June 30, 2011. If you do not have specific dates established yet, enter the first day of the month in which you believe the project will start and the last day of the month in which you believe the project will end.

Number of Recipients: Estimate the number of people served for each project. This includes either audience members or participants for each activity. For example, if you are offering a public performance, the focus is on the audience, so estimate the number of audience members. If your project's focus is on instruction or professional development, estimate the number of participants (students, artists, etc.) being trained in the class or workshop. If there is a culminating event component to the project, indicate audience numbers in your description, not as recipients. Do not include commas in this number.

Specific Audience: Indicate age ranges of the primary group of people served from the drop-down menu. If the project does not have a targeted age group, select General. You may select more than one audience category by using the multi-select function.

Charge for Service: This field defaults to "No." If you intend to charge for this service, check "Yes" and describe the cost or pricing structure, including any discounts offered.

Who Pays: Indicate who pays for the service (e.g., general public, membership, student groups, schools).

Artist Compensation: These fields default to "No." As applicable, indicate whether artists are compensated and to what degree, or if artists pay to participate in the proposed services.

Education Program: This field defaults to "No." Please complete this section if your project is an education program benefiting children in grades Pre-K through 12. Select "Yes," select the appropriate education category (see category descriptions below) from the drop down menu, and provide details as requested.

- *Arts Exposure:* These projects focus on a defined or specific number of performances, lecture/demonstrations or exhibitions, often including pre-visit materials or post-event discussions.
- *Arts Skills:* These projects are characterized by an emphasis on sustained and regular training, including developing and mastering the skills of a particular artistic discipline. Training, which is provided by artist/instructors working under the auspices of a cultural organization, may range from introductory through professional

levels.

- *Arts in Education:* These projects are defined by the following:
 - Regularly scheduled artistic/cultural activities used to further aesthetic and intellectual awareness and growth;
 - Teaching artists trained to work in an educational environment;
 - Pre-program planning and post-program review with classroom teachers provided;
 - Arts and cultural activities demonstrating some level of curriculum integration;
 - Activities taking place in a school classroom, a cultural facility or other location.

PROJECT BUDGET

Please enter project budget figures for each category. Do not include in-kind support. Refer to pages 7-9 of these Instructions or the corresponding help button for detailed definitions of each budget category. Do not leave any fields blank. If a budget category is not applicable, enter "0." Do not include commas in these numbers.

In the field labeled "Project Request Amount" provide the amount being requested from DCA for the project. This field will populate the "Project Request" field on the Project Overview page. **The "Project Request" figure should equal the funding threshold just above the DCA CDF Award amount indicated on your organization's Fiscal 2010 Grant Agreement or Amended Grand Agreement.** Funding thresholds are as follows:

\$15,000 • \$25,000 • \$35,000 • \$50,000 • \$65,000 • \$80,000 •
\$100,000 • \$125,000 • \$150,000 • \$175,000 • \$200,000 •
\$225,000 • \$250,000 • \$275,000 • \$300,000

DCA support is limited to no more than 50% of the project budget. In-kind support does not count toward the project cost. Do not include commas in this number.

The field labeled "Total Expenses" should equal the total cost of this project and will populate the "Project Cost" field on the Project Overview page.

VII. FINAL STEPS

Tips

- *The Cultural Data Project DCA CDF Funder Report is a new requirement this year.*
- *All Supplemental materials must fit into an envelope no larger than 12"x15".*
- *Supplemental materials may be submitted prior to submitting the online form.*

SUPPLEMENTAL MATERIALS

Tax Exempt Status and Insurance Information: Complete as directed, noting that these fields default to "No."

Supplemental Materials: This section refers to the hard-copy portion of the Renewal. Remember that all Supplemental materials must be labeled with the organization's legal name. Use the online DCA templates for the Board List and the Funding Plan, as well as the

Organizational Budget, if applicable to your organization. Consult the Application Checklist below to determine your required Supplemental materials. All Supplemental materials should be postmarked no later than July 19, 2010, or hand-delivered to DCA's office no later than 6:00 pm on that date. All materials must fit into an envelope no larger than 12"x15". DCA cannot accept supplemental materials by fax or email.

Below is the list of items for the hard-copy portion of your submission that must also be received by DCA in order for the Renewal to be considered *complete*. Please review this checklist carefully.

- ONE copy of each of the applicable financial documents based on your organization's FY08 Operating Income:

Under \$25,000: Signed Treasurer's Statement **AND** IRS 990-N (postcard)

\$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
*(An **Independent Accountant's Review** is a financial review by an outside accountant of your organization's budgets.)*

\$250,000 or over: IRS 990 **AND** Audited Statement
*(An **Audited Financial Statement** is an official audit by an outside accountant.)*

- ONE copy of IRS 501(c)(3) determination letter (see requirements below for organizations using a fiscal sponsor/conduit)
- ONE copy of the DCA CDF Funder Report for the Cultural Data Project including complete information for FY08 **NEW REQUIREMENT**
- ONE copy of 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)

FINAL REVIEW & SUBMIT

You must confirm that you have reviewed the online portion of the Renewal for accuracy and completeness before it may be submitted.

You can click on the section names within the Index to jump to certain sections. Be sure to review all the information carefully. Every required field in the online form must be filled out in order for your Application form to be accepted electronically. The Print Preview will indicate any missing fields in red.

To open, print, or save previews of your online Renewal, click the BUDGET OVERVIEW and PRINT PREVIEW buttons at the top of the page. The BUDGET OVERVIEW offers a comprehensive look at all budget figures entered on the Renewal, both the Organizational Budget and Project Budget(s). The PRINT PREVIEW opens a printer-friendly version of all renewal information, which you may print or save.

To save a copy of your Renewal's print version, you must save the preview as an HTML document or print to a PDF.

Certification and Release: Once you have reviewed the entire Renewal, the final step before submission requires that you provide a Certification and Release for the Renewal.

After you hit SUBMIT, you will not be able to make changes to the Renewal.

A confirmation that the Renewal has been submitted will be emailed to the addresses provided in your Account Profile. The confirmation will include two important items:

- **Applicant ID:** Keep this for your records when referencing your Renewal throughout the fiscal year.
- **Renewal Checklist:** Be sure every item on this list was included in your submission of Supplemental materials to DCA. Use the Renewal Checklist as a cover page for these materials. Remember that your Renewal will not be considered complete unless both the online and hard-copy submissions are received by the deadline.