

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:

- Type the proposal on both sides of 8 ½" X 11" paper; use 10pt font or larger. No handwritten forms or attachments. Pages should be paginated.
- 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 requires that all proposals 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>.)
- Do not leave any request for information unanswered. If you think a question does not apply, explain why.

Pre-Application Instructions & Definitions

Deadline: February 22, 2013

I. Applicant Organization

Organization Name must be identical to that in the IRS determination letter for tax-exempt status.

AKA (Also Known As) Provide if your organization regularly operates under a name other than the legal name.

Chief Executive Officer Indicate name, title, telephone number, and e-mail address of the Chief Executive Officer. This person must sign the Pre-Application.

Contact Indicate name, title, telephone number, 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.

Street Address Include street number, city, state, and zip code of your organization's primary location.

Mailing Address Provide if different from street address.

Service Area The geographic area where the majority of your constituents reside. See page 7 for a list of NYC neighborhoods that are predominantly low- and moderate-income areas. If you have questions about the eligibility of your service area, or if you serve multiple neighborhoods, contact the CADP Director.

II. Eligibility Checklist

Provide information regarding operating budget, DCA funding status, and tax exempt status, staffing, and community served.

III. Certification and Release

The signature page certifies 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 Agreement should the application be funded. The signer must be someone

with official authority within the organization. The Chief Executive Officer is required to sign the Pre-Application.

FY2013 - CADP eligible neighborhoods

The New York City neighborhoods listed below have primarily low- and moderate-income populations. For more inquiries regarding your organization's ability to meet *Community Arts Leadership* eligibility requirements, contact DCA at CADPinfo@culture.nyc.gov or (212) 513-9361.

BRONX

Bedford Park
Belmont
Claremont Village
Concourse
Concourse Village
East Tremont
Edenwald
Fordham
High Bridge
Hunts Point
Kingsbridge
Longwood
Marble Hill
Melrose
Morris Heights
Morris Park
Morrisania
Mott Haven
Mount Eden
Mount Hope
Norwood
Olinville
Parkchester
Pelham Bay
Pelham Parkway
Port Morris
Unionport
University Heights
Van Nest
Wakefield
West Farms
Westchester Square
Williamsbridge

BROOKLYN

Bedford Stuyvesant
Bensonhurst
Borough Park
Brighton Beach
Brownsville
Bushwick
Canarsie
Coney Island
Crown Heights
Flatbush
Gravesend
Greenpoint
Kensington
Prospect Lefferts Gardens
Red Hook
Sunset Park
Williamsburg
Wingate

MANHATTAN

Chinatown
East Harlem
Harlem
Lower East Side
Washington Heights

QUEENS

Astoria
Corona
Elmhurst
Flushing
Jackson Heights
Jamaica
Long Island City
Newtown
Ravenswood
Richmond Hill
Ridgewood
Rockaways
Steinway
Woodhaven
Woodside

STATEN ISLAND

Clifton
Fort Wadsworth
New Brighton
Port Richmond
St George
Stapleton
Thompkinsville

Proposal Instructions & Definitions

Deadline: March 25, 2013

I. **Applicant General Information**

Organization Name must be identical to that in the IRS determination letter for tax-exempt status.

AKA (Also Known As) Provide if your organization regularly operates under a name other than the legal name.

Chief Executive Officer Indicate name, title, telephone number, and e-mail address of the Chief Executive Officer. This person must sign the Pre-Application.

Contact Indicate name, title, telephone number, 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.

Street Address Include street number, city, state, and zip code of your organization's primary location.

Mailing Address Provide if different from street address.

II. **Capacity Building Efforts**

Complete as requested.

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

Provide Board List as instructed.

Standing committees – Committees permanently established in an organization's bylaws.

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.

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.

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.

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.

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 contributions, countered by costs and expenses.

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. Supplemental Information and Requirements

Submit as requested.

V. Certification and Release

The signature page certifies 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 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.*

VI. Proposal Checklist

Submit as requested.