

FISCAL 2013 BLANK RENEWAL



Organization Name:

Cultural Affairs Account

Welcome to your NYC Department of Cultural Affairs Account

Use this page to create or edit current Cultural Development Fund forms and to access previously submitted forms. Be sure to keep your Cultural Affairs account up-to-date by editing your Account Profile below. Always contact your Program Specialist directly to notify the Agency of significant administrative changes.

[ACCOUNT PROFILE](#)

Past and Current Forms:

Use the links below to access submitted or draft forms for the organization. Submitted forms cannot be edited, but can be viewed as a PDF (or HTML if PDF is not available).

Year	Application Status	Final Report Status	Additional Documents
2013	Start Application		
2012	Complete (PDF)		Budget Overview
2011	Complete (HTML)		Budget Overview
2010	Complete (HTML)		Budget Overview

For further information about the CDF process and to download forms, templates, and seminar schedules, visit the [Programs Unit Web page](#).

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- Organization Information:**
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- Budget Information:**
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Applicant's Name:	
AKA:	
Organization ID (EIN):	
Application ID:	
Application Status:	

Organization Profile

Please follow the specific [instructions](#) provided for each section. Every item of information requested is essential; all fields must be completed in order to submit the CDF Renewal. If a field does not apply to your organization, type "0" or "N/A."

Portions of the online Renewal form will be pre-populated for organizations that submitted a CDF Application or Renewal in Fiscal 2012. You may edit the pre-populated fields.

Attention:
Before you fill out any other part of this Renewal, enter your organization's FY10 Operating Income. The figure entered below must be accurate and should match information from your FY10 IRS 990; this figure should not include in-kind support. If you plan to designate Social and/or Multi-Service, Educational, or Religious as your Organizational Code below, the FY10 Operating Income should reflect the organization's cultural budget only. If you submitted an online CDF Renewal in Fiscal 2012, this field will be pre-populated with your FY09 Operating Income. You MUST update this to reflect your FY10 Operating Income.

<input type="text" value="FY10 Operating Income:"/>	<input type="text"/>
<input type="text" value="FY10 Total Expenses:"/>	<input type="text"/>

Organization Address:

Street Address:	<input type="text"/>
	<input type="text"/>
City:	<input type="text"/>
Borough:	<input type="text" value="- Select -"/>
<input type="text" value="FY10 Operating Income:"/>	<input type="text" value="-Select-"/>
<input type="text" value="FY10 Total Expenses:"/>	<input type="text" value="-Select-"/>
Neighborhood:	<input type="text" value="-Select-"/>
State:	<input type="text" value="NY"/>
ZIP Code:	<input type="text"/>

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Mailing Address:

Same as Organization Address?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Street Address:	<input type="text"/> <input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="NY"/>
ZIP Code:	<input type="text"/>

Organization Contact Information:

Phone Number:	<input type="text"/> <input type="text"/> <input type="text"/>
Alternate Telephone Number:	<input type="text"/> <input type="text"/> <input type="text"/>
Fax Number:	<input type="text"/> <input type="text"/> <input type="text"/>
Website:	<input type="text"/>

General Information:

<input type="text" value="?"/> Organizational Code:	<input type="text" value="- Select -"/>
Other:	<input type="text"/>
<input type="text" value="?"/> FY10 Organization Income:	<input type="text"/>
Incorporation Year:	<input type="text"/> (YYYY)
<input type="text" value="?"/> Using Conduit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="text" value="?"/> Conduit's Legal Name:	<input type="text"/>

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Mission & Outreach

Please provide responses in the space provided. If you completed an online CDF Renewal for Fiscal 2012, the mission statement will be pre-populated with the previous year's information. Review all the information in this section carefully and update as appropriate.

Mission Statement:

Briefly describe the mission, history, and principal activities of your organization (2000 character limit):

Outreach/Marketing Statement:

Briefly describe outreach, marketing, and/or audience development efforts for the proposed services as applicable (2000 character limit): [?](#)

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Facilities & Venues

So we may better serve the field and advocate on its behalf, please provide the following information regarding specific areas relevant to your organization.

Facility Information:

Hours open to the public (600 character limit): (e.g., M-F, 9am-5pm)	<input type="text"/>
Primary Physical Facility:	<input type="text" value="- Select -"/>
If shared, with whom:	<input type="text"/>
% of annual budget spent on space:	<input type="text"/>

Primary Locations/Venues:

Please identify the primary locations/venues where your organization's principal activities take place. Please note capacity of each location/venue (500 character limit):	<input type="text"/>
--	----------------------

Relocations/Expansions/Renovations:

Please explain any relocations, expansions, renovations or major improvements recently completed or planned for the coming year(s) (500 character limit):	<input type="text"/>
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Attendance/Education

In the applicable categories below, provide actual attendance figures for activities that took place within the five boroughs in your organization's Fiscal 2011. Include all cultural activities, not only those for which you requested Department of Cultural Affairs support.

FY11 Attendance:

Public Attendance:	<input type="text"/>
Education Programs:	<input type="text"/>
Web-based Programming:	<input type="text"/>
Other:	<input type="text"/>
Total:	0

Ethnicity:

This section is optional; the following information is being asked for research purposes only and will not be considered in the grant-making process. Please provide a percentage breakdown of the ethnicities represented within the total attendance figure provided above. Your percentage breakdown must total 100%. Any blank fields will be automatically filled with "0." Be as realistic as possible in your estimates.

Native American/Alaskan (%):	<input type="text"/>
Asian (%):	<input type="text"/>
African American/Black (%):	<input type="text"/>
Hispanic/Latino (%):	<input type="text"/>
Native Hawaii/Pacific Islander (%):	<input type="text"/>
White (%):	<input type="text"/>
Other (%):	<input type="text"/>
Total (%):	0

Individuals with Disabilities:

How does your organization inform the public about its access programs for individuals with disabilities (e.g., wheelchair access or services for the visually impaired)?

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Educational Programs:

This section refers to educational services benefiting children in grades Pre-K through 12.

Does your organization provide educational services?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Does your organization provide direct service to public school students?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your organization provide arts in education professional development?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Total cost to provide educational programs:	<input type="text"/>

Indicate what percentage of the cost of providing these services comes from the following sources. Sources must total 100%.

DoE (%)	<input type="text"/>
DYCD (%)	<input type="text"/>
DCA (%)	<input type="text"/>
State Education (%)	<input type="text"/>
NYSOA (%)	<input type="text"/>
FED (%)	<input type="text"/>
Corporation (%)	<input type="text"/>
Foundation (%)	<input type="text"/>
Recipient (%)	<input type="text"/>
Other (%)	<input type="text"/>
Total (%)	<input type="text" value="0"/>

Do your teaching artists model their lessons/curriculum using the NYC DoE's Blueprint for teaching and learning?	<input type="radio"/> Yes <input checked="" type="radio"/> No
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Previous Activities

Enter your organization's activities that have taken place between July 1, 2010 and now. You may include up to eight (8) activities, so group events that are related or which occur within the same season and/or fiscal year (for example, 2010 Mainstage Season). Please consider the projects for which you are requesting support in the current Fiscal Year as you complete this section. At least one activity is required to complete this section.

Click the BLUE Save Activity button located at the bottom of the page to add an activity to the list below.

Previous Activities: [Set Priority](#)

Select an activity and use arrows to indicate it's priority. The activity at the top of the list will be considered your organization's highest priority.

Activity Description	Date(s)	Location	# of People
No Activities Found			

Activity Description (250 character limit):

Date(s): (e.g., 03/01/2010, 04/01/2010)

Location:

of People Served:

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Staff Information

Begin by entering the total number of staff employed by your organization below. Please note employees are considered full-time if they are permanent staff members working 35 hours a week or more, whether paid or unpaid. NOTE: If arts and culture are only one component of a larger mission, provide only information about members of your staff involved in arts and culture programming.

General Staffing Information:

<input type="text" value="Total Number of Staff:"/>	<input type="text"/>
<input type="text" value="Total Number Paid:"/>	<input type="text"/>
<input type="text" value="Total Number Full-time:"/>	<input type="text"/>

Volunteer Program:

<input type="text" value="If you have a volunteer program, please describe (800 character limit):"/>	<input type="text"/>
--	----------------------

Principal Administrative/Artistic Staff:

Then enter up to ten (10) individuals you consider principal administrative and artistic staff members. Use the drop down menus to indicate full- or part-time status and salary range. At least one staff member must be entered for this section to be complete.

Click the BLUE Save Staff Member button located at the bottom of the page to add a staff member to the list below.

Name of Staff Member	Title	FT/PT	Code
There are currently no staff members specified for this application.			

<input type="text" value="First Name:"/>	<input type="text"/>
<input type="text" value="Last Name:"/>	<input type="text"/>
<input type="text" value="Title of Staff Member:"/>	<input type="text"/>
<input type="text" value="Full Time or Part Time?"/>	<input type="text" value="- Select -"/>
<input type="text" value="Salary Code:"/>	<input type="text" value="- Select -"/>

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Board Information

Under General Board Members Information, tell us about the activities of your full governing board. Then enter up to six (6) Board Members indicating his/her name, officer title if applicable, profession/affiliation, and the year s/he joined the board. If your board has more than six members, enter just the officers here (your full Board list will be submitted as part of the required supplemental materials). At least three Board Members must be entered for this section to be complete.

Click the BLUE Save Board Member button located at the bottom of the page to add a Board Member to the below list.

General Board Members Information:

# of members on full board:	<input type="text"/>
Do members have term limits?	<input type="radio"/> Yes <input checked="" type="radio"/> No
How often does the board meet?	<input type="text" value="- Select -"/>
Other:	<input type="text"/>
Does your board have an active committee structure?	<input type="radio"/> Yes <input checked="" type="radio"/> No
? Does your board have an audit/finance committee?	<input type="radio"/> Yes <input checked="" type="radio"/> No
? Level of board giving (% of current Operating Income):	<input type="text"/>
Expected level of give or get (\$):	<input type="text"/>

Board Members/Trustees:

Name of Board Member	Title	Prof/Aff	Year
There are currently no board members specified for this application.			

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Board Member Title:	<input type="text"/>
Profession/Affiliation:	<input type="text"/>
Appointment Year:	<input type="text"/> (YYYY)

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Operating Budget

BUDGET OVERVIEW

In this section, please enter your organization's annual operating budgets for the most recently completed Fiscal Year, current Fiscal Year, and projected Fiscal Year. Begin by telling us when your Fiscal Year starts for each period. Then enter budget figures according to your organization's Fiscal Year for each category requested. Do not include in-kind support in any of the figures provided. Make sure that you refer to the corresponding help section for definitions of each income and expense category.

If you submitted an online CDF Application or Renewal for Fiscal 2012, the fields in this section will be pre-populated with the previous proposal's information. For most Renewals, these figures were projected at the time of submission and must be updated. Note that the definitions for the Other Earned Income and Corporate Contributions fields have changed since last years Application. Please make sure to review [all](#) of the information in this section carefully and update as appropriate.

Use the Budget Overview feature at the top of the "Final Review & Submit" page to review both organizational and project budgets together.

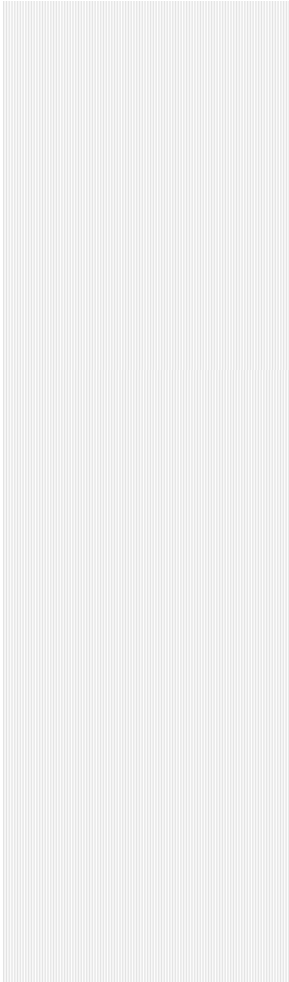
Fiscal Years:

FY11 Start Date:	<input type="text"/>	<input type="text"/>	(MM/YYYY)
FY12 Start Date:	<input type="text"/>	<input type="text"/>	(MM/YYYY)
FY13 Start Date:	<input type="text"/>	<input type="text"/>	(MM/YYYY)

Earned Income:

	FY11 (Actual)	FY12 (Current)	FY13 (Projected)
<input type="checkbox"/> Admissions/Box Office:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Contracted Services:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Tuition, Class/Workshop Fees:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Publications:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Fundraising (Gross):	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other Earned Income:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Earned Income:	\$0	\$0	\$0

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Unearned/Non-government Income:

	FY11 (Actual)	FY12 (Current)	FY13 (Projected)
? Corporate Contributions:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Foundation Grants:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Individual Contributions:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Other Unearned:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal:	\$0	\$0	\$0

Unearned/Government Income:

	FY11 (Actual)	FY12 (Current)	FY13 (Projected)
? NEA:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? NYSCA:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Other Federal/State:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? DCA/Program Services:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? DCA/Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Other City:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Local Arts Councils:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal:	\$0	\$0	\$0
Total Unearned Income:	\$0	\$0	\$0
Total Income:	\$0	\$0	\$0

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Expenses:

	FY11 (Actual)	FY12 (Current)	FY13 (Projected)
? Personnel - Administrative:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personnel - Artistic:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personnel - Technical/Production:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Outside Professional Services:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Space Rentals/Utilities:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Equipment Rental/Supplies:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Travel/Transportation:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Advertising/Promotion /Marketing:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Other Expenses:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Expenses:	\$0	\$0	\$0
Surplus/Deficit:	\$0	\$0	\$0

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Budget Notes

Please answer each of the following budget questions related to the figures entered in the Operating Budget section. Provide as much detail as you can in the space provided, and do not leave any section blank.

Fiscal Year Variation:

For figures entered for the three Operating Budgets, please explain any items which vary by 20% between fiscal years (1000 character limit):

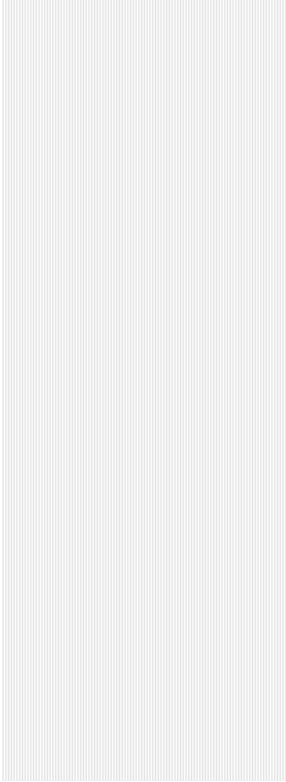
Other Sources of Income and Expenses:

For FY13 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:


Please provide an explanation of each surplus and/or deficit listed in the Operating Budget. (1000 character limit):

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In-kind Support:

In-kind Support for FY12:

 Specify the sources for the amount shown as In-kind Support (800 character limit):

Further Explanation:

Account for any other anomalies or items in the figures entered for the Operating Budgets that may require further explanation (1000 character limit):

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If your organization has any Special Funds, such as endowments or cash reserves, select 'Yes.' If Special Funds are not applicable to your organization, select 'No.'

Select the Fund Type and Restrictions from the drop-down menus. Click the BLUE Save Fund button located at the bottom of the page 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 BLUE Clear Fields button.

Major Operating Budget Increase/Decrease:

If you anticipate any major (more than 10%) increases or decreases in your operating budget in FY14 and/or FY15, please explain (800 character limit):

Special Funds:

Does your organization have any special funds? Yes No

Type of Fund	Res./UnRes.	Amt. 11	Amt. 12	Purpose
No Special Funds Found				

Fund Type:

Restricted/Unrestricted:

Amount as of 07/01/11 (\$):

Projected Amt for 07/01/12 (\$):

Purpose (if restricted):

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Project Summary

Click NEW PROJECT to begin entering information about the project for which you are requesting support. If you have begun drafting project information and want to edit or change information, click on the title of the project below. You may request support for up to five (5) projects.

Projects appear in priority order; the project at the top of the list will be considered your organization's highest priority.

Once projects are entered, you may change the priority of each project using the "Set Priority" link.

Projects:

[Set Priority](#)

Project Title	Status	
Lecture Series	Incomplete	Delete

[New Project](#)

Amount Totals:

Total cost and request amounts will be tallied automatically based on the information provided in the budget of each project for which you are requesting support. Be sure to consider how these figures correspond to your organizational budget.

Total Project Cost (\$): 0

Total Request Amount (\$): 0

Designation:

Select **one** borough and **one** discipline to describe your overall Renewal, based on the information entered about the proposed projects. Consider your project priorities when making this designation.

Discipline:

Borough:

Renewal Certification:

Has anything changed in regard to any of your projects? Yes No

If yes, what changed and why?

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Projects

- Overview
- Details
- Budget

We encourage you to apply only for projects that you can realistically complete in the upcoming Fiscal Year. Remember that Department of Cultural Affairs funding cannot support more than 50% of the total project costs and that all projects, if funded, must be completed as proposed. Remember to type "0" or "N/A" for fields that are not applicable. Please enter your Project Title first.

General Information:

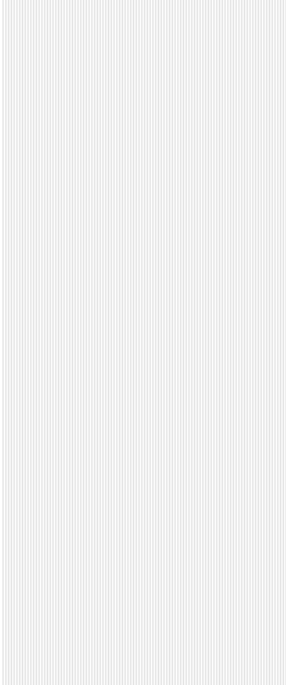
Multiple values can be selected for some questions. (PC users may select more than one item by holding the CONTROL key while clicking on the selections. Mac users should click the Command key (the Apple key) while clicking on multiple selections.) The "Project Cost Amount" automatically populates based on the "Total Expenses" field on the Project Budget page. The "Project Request Amount" automatically populates based on the "Project Request Amount" entered on the Project Budget page. The requested amount cannot exceed 50% of the project expenses.

Project Title:	<input type="text"/>
Project Cost (\$):	0
Request Amount (\$):	0
Discipline Code:	<input type="text" value="- Select -"/>
Borough(s):	<input type="text" value="Bronx
Brooklyn
Manhattan
Queens
Staten Island"/>
Council District(s):	<input type="text"/>

Synopsis:

Please summarize the project, based on the full project description provided in the Details section (480 character limit):

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Proposed Services Beyond FY13:

If the project for which you are requesting funding is a multi-year project, please detail how it will evolve/change in FY14 and FY15 (800 character limit): [?](#)

If the project for which you are requesting funding is not a multi-year project, please provide information regarding projects that will occur in FY14 and FY15 (800 character limit): [?](#)

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- Previous Activities

Staff/Board Info:

- Staff Information
- Board Information

Budget Information:

- Operating Budget
- Budget Notes
- Budget Information

Proposed Services:

- Project Summary

Final Steps:

- Supplemental Materials
- Final Review & Submit

Projects

Lecture Series

Overview	Details	Budget
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Remember that all proposed activities **must** occur within the City's upcoming fiscal year (July 1, 2012 - June 30, 2013) and within the five boroughs. This section requires a high level of detail and cannot be completed correctly without referring to the [Instructions](#).

Project Description:

Please describe this project with a high level of detail, including who, what, when, where, why, and how. Please consider the readability of the project narrative and enter your description accordingly; carriage returns count as a single character (3500 character limit):

Project Details:

Multiple values can be selected for "Specific Audience." PC users may select more than one item by holding the CONTROL key while clicking on the selections. Mac users should click the Command key (the Apple key) while clicking on multiple selections.

Start Date of Activity:	<input type="text"/>	<input type="text"/>	<input type="text"/>	(MM/DD/YYYY)
End Date of Activity:	<input type="text"/>	<input type="text"/>	<input type="text"/>	(MM/DD/YYYY)
Number of Recipients:	<input type="text"/>			
? Specific Audience:	Adults General Grades 6-8 Grades 9-12			
Will you charge for this service?	<input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, describe pricing and who pays:	<input type="text"/>			
Do you provide discounts?	<input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, please describe discount program:	<input type="text"/>			

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Artist Compensation:

Are artists compensated?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, explain:	<input type="text"/>
Do artists pay to participate?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, explain:	<input type="text"/>

Education Program:

<input checked="" type="radio"/> Is this an education program that benefits children in grades Pre-K through 12?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Category of education program:	<input type="text" value="- Select -"/>
What are the objectives of your education program? If applicable, describe how your teaching artists collaborate with teachers at the school (classroom and/or arts teachers) to design and implement the project (500 character limit):	<input type="text"/>

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CANCEL PROJECT



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Organization Information:

- Organization Profile
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Projects

BUDGET OVERVIEW

Lecture Series

Overview	Details	Budget
----------	---------	---------------

In this section, please enter project budget figures for each category. Do not include in-kind support. Refer to the [Instructions](#) or help buttons for definitions of each income and expense category. Enter only whole dollars with no decimals. Refer to your organizations Renewal Notification to determine the amount to enter under DCA Project Request.

Earned Income:

<input type="text"/>	Admissions/Box Office:	<input type="text"/>
<input type="text"/>	Contracted Services:	<input type="text"/>
<input type="text"/>	Tuition, Class/Workshop Fees:	<input type="text"/>
<input type="text"/>	Publications:	<input type="text"/>
<input type="text"/>	Fundraising (Gross):	<input type="text"/>
<input type="text"/>	Other Earned Income:	<input type="text"/>
Total Earned Income:		\$0

Unearned/Non-government Income:

<input type="text"/>	Corporate Contributions:	<input type="text"/>
<input type="text"/>	Foundation Grants:	<input type="text"/>
<input type="text"/>	Individual Contributions:	<input type="text"/>
<input type="text"/>	Other Unearned Income:	<input type="text"/>
Subtotal:		\$0

Unearned/Government Income:

<input type="text"/>	DCA Project Request:	<input type="text"/>
<input type="text"/>	NEA:	<input type="text"/>
<input type="text"/>	NYSICA:	<input type="text"/>
<input type="text"/>	Other Federal/State:	<input type="text"/>
<input type="text"/>	DCA/Other:	<input type="text"/>
<input type="text"/>	Other City:	<input type="text"/>
<input type="text"/>	Local Arts Councils:	<input type="text"/>
Subtotal:		\$0
Total Unearned Income:		\$0
Total Income:		\$0

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Anticipated Funding:

Itemize any anticipated funding sources by name, noting received or committed funds with an asterisk. Please use the formatting specified below (800 character limit):

SAMPLE: ABC Foundation--\$10,000*; Individual contributions--\$2,000*; Magazine sales--\$500

Expenses:

<input type="checkbox"/> Personnel - Administrative:	<input type="text"/>
Personnel - Artistic:	<input type="text"/>
Personnel - Technical/Production:	<input type="text"/>
<input type="checkbox"/> Outside Professional Services:	<input type="text"/>
<input type="checkbox"/> Space Rentals/Utilities:	<input type="text"/>
<input type="checkbox"/> Equipment Rental/Supplies:	<input type="text"/>
<input type="checkbox"/> Travel/Transportation:	<input type="text"/>
<input type="checkbox"/> Advertising/Promotion /Marketing:	<input type="text"/>
<input type="checkbox"/> Other Expenses:	<input type="text"/>
Total Expenses:	\$0
Surplus/Deficit:	\$0

Other Sources of Income and Expenses:

For FY13 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, Other City Income, Local Arts Councils, Outside Professional Services, and Other Expenses. (800 character limit):

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[PROJECT SUMMARY](#)



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Supplemental Materials

Please provide the following information on your organization's tax-exempt status and insurance information:

Tax-exempt status and insurance information:

Yes No

Is this organization tax-exempt?

Yes No

Does this organization carry Comprehensive General Liability and Property insurance?

Amount of bodily injury:

Amount for property damage:

Supplemental Materials:

ATTENTION: Additional documentation **MUST** be provided in order for your Renewal to be considered complete.

Supplemental materials must be postmarked by the U.S. Postal Service by **June 11, 2012**, or hand-delivered to the Department of Cultural Affairs offices at 31 Chambers Street by 6:00 p.m. on June 11, 2012. There will be no exceptions to this deadline. Once you have submitted the online portion of your Renewal, please be aware that it will not be considered COMPLETE or eligible for funding unless we receive the required Supplemental materials by the deadline.

Based on your organization's budget size and tax-exempt status, paper copies of the following Supplemental materials are required:

- One copy of each of the applicable FY10 financial documents based on your organization's FY10 operating income:

Under \$25,000:	IRS 990-N (postcard) AND Signed CDP Annual Report
\$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 (<i>An Independent Accountant's Review is a financial review by an outside accountant of your organization's budgets.</i>)
\$250,000 or over:	IRS 990 AND Audited Statement (<i>An Audited Financial Statement is an official audit by an outside accountant.</i>)

FISCAL 2013 BLANK RENEWAL

- 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 at least Fiscal 2010
- ONE copy of organization's Funding Plan on the [template](#) provided by DCA
- ONE copy of the full Board List on the [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 letter from the fiscal sponsor indicating that it has agreed to act as a fiscal sponsor for DCA's Fiscal 2013 CDF Renewal
- 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)

By Checking the box below, you certify that the above materials must be submitted separately in order to complete your Renewal in full.

- Yes**, I understand that the above documentation must be submitted separately from the online portion of the Renewal to be considered complete.

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