



# CULTURAL DEVELOPMENT FUND FISCAL 2018 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 Application form for your Application to be considered **COMPLETE**. All Supplemental Materials must fit into an envelope no larger than 12"x15" and must *either* be:

**HAND DELIVERED** to the Department of Cultural Affairs offices at any time prior to 6:00 p.m. June 12, 2017.

--OR--

**RECEIVED** no later than June 12, 2017.

**PLEASE NOTE:** the deadline for Supplemental materials has changed from a "postmark" date to a "received by" deadline. Hard copies of the Supplemental materials must be received in our offices at 31 Chambers Street on or before the Monday, June 12 deadline for renewal proposals, whether via mail carrier, messenger, or hand-delivery.

- ONE copy of each of the applicable financial documents for FY15 based on your organization's FY15 operating income:
  - Under \$50,000:**  IRS 990-N (postcard) **AND**  Signed DataArts Annual Report
  - \$50,000 or over but less than \$250,000:**  IRS 990
  - \$250,000 or over but less than \$500,000:**  IRS 990 **AND**  Independent Accountant's Review
  - \$500,000 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 DataArts (formerly known as the Cultural Data Project) with complete FY15 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/Multi-Service, Religious or Educational 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, 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 2018 CDF Application. This letter must be dated May 1, 2017 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)

**Supplemental materials should be addressed to:**

**NYC Department of Cultural Affairs  
FY18 RENEWAL SUPPLEMENTAL MATERIALS  
31 Chambers Street, 2nd Floor  
New York, NY 10007**