



TO: New York City Arts and Cultural Organizations
FROM: Kate D. Levin
DATE: February 22, 2010
RE: Fiscal 2011 Cultural Development Fund Applications

I am pleased to announce the launch of the online Cultural Development Fund Application for Fiscal 2011. This year's deadline is **Monday, March 29, 2010**. The CDF Application can be accessed and submitted online at www.nyc.gov/culture.

All organizations seeking DCA support for Fiscal 2011, including those that wish to be eligible for Member Item funding through DCA in Fiscal 2011, must submit an online CDF Application by the March 29th deadline to be considered eligible for funding. Only organizations receiving multi-year support are exempt from this deadline.

Supplemental Materials

The online CDF Application must be accompanied by hard copies of Supplemental Materials in order to be eligible for funding. These materials are critical to the decision-making process for all applicants, and must be mailed or hand-delivered to DCA's office. The deadline for Supplemental Materials is the same as the online submission: **Monday, March 29, 2010**. Organizations are encouraged to submit the required materials as soon as possible and before the final deadline. Please review the Application Checklist to start preparing your Supplemental Materials.

Application Seminars

This year, DCA is hosting fifteen Application Seminars throughout the five boroughs. We strongly encourage all applicants to attend one, which will allow you the opportunity to speak directly with DCA staff as well as help you prepare the most competitive application possible. Before attending, be sure to review the Guidelines, which are essential to understanding the content required for a complete proposal; review the Instructions, which are essential to navigating the online form as well as to preparing the Supplemental materials; and bring with you a Blank Application.

Accessing the CDF Application

In order to begin the Application process, organizations must be enrolled and have received a password for the online Application. If you completed the Application in Fiscal 2010, use the login and password previously assigned to your organization. If you did not submit an online Application in Fiscal 2010, please complete enrollment as soon as possible, in order to allow optimum time to work with the Application. If you have forgotten your password, click on the Forgot Password link and an email will be sent to the email addresses entered during the Fiscal 2010 Application process. If you believe that all of your contact information from that period is outdated, please contact your Program Specialist immediately. Once logged in, you can access last year's submission, and begin your Fiscal 2011 draft application. [Click here to log in now.](#)

Cultural Data Project Requirement

As part of DCA's Fiscal 2011 CDF process, all applicants are required to create a Cultural Data Project account and submit a DCA CDF Funder Report as part of this year's Supplemental information. I hope your organization has attended one of the many informational sessions conducted by the Pew Charitable Trusts and has registered with the site and begun work on creating a data profile for Fiscal 2008. Organizations which do not submit a DCA CDF Funder Report with their DCA Application materials will be ineligible for support through DCA in Fiscal 2011. For more information about the Cultural Data Project, visit www.nysculturaldata.org or call 888-697-2371.

Technical Assistance

In addition to the seminars, Programs staff will be available to help you throughout the application period. Once you have reviewed all Fiscal 2011 Application materials and signed up for a seminar, your Program Specialist or the Programs Help Desk at 212-513-9381 are available to respond to your questions.

DCA invites applications from the widest possible representation of our City's diverse arts and cultural organizations, and all of us at DCA look forward to working with you and your colleagues over the coming year.