



# CULTURAL DEVELOPMENT FUND FISCAL 2018 APPLICATION GUIDELINES

## OVERVIEW

The Department of Cultural Affairs (DCA) is pleased to announce the Fiscal Year 2018 Cultural Development Fund (CDF) for nonprofit New York City arts and cultural organizations. The CDF Application consists of two parts:

- An online form to be completed and submitted on the DCA website at [www.nyc.gov/culture](http://www.nyc.gov/culture) no later than 11:59 pm on Monday, February 13, 2017
- Required Supplemental materials that must be **received by** Monday, February 13, 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 no later than 6:00 pm on February 13, 2017, whether via mail carrier, messenger, or hand-delivery. Organizations that fail to meet either the online deadline or received-by deadline for Supplemental materials will be ineligible for funding in FY18.

The final deadline for both portions of the Application is **Monday, February 13, 2017**.

DCA will consider proposals in every cultural discipline and from every area of New York City for services that take place within the five boroughs and within the City's Fiscal 2018 (July 1, 2017 – June 30, 2018). Funds will be awarded based on a competitive review by a panel that includes peers in the field as well as representatives of the City's elected officials.

The fundamental requirement for all proposals is that they represent a cultural activity of recognized quality that is accessible to the public. Funded services can be as different as the organizations providing them, but they will all have a common commitment to public service and public participation.

**Types of services for which DCA will award funds:** The following are examples only of the kinds of services that DCA has funded in the past and by no means represent the entire range of possible services:

- Public Access:
  - Programs for culturally underserved populations
  - Lecture-demonstrations and workshops
  - Open rehearsals
  - Maintenance and subsidies of low admission prices
  - Free or discounted activities or events
  - Subsidized venue rentals for rehearsal or performance space
- Creation of new work and/or restoration of existing work, for public presentation within the fiscal year
- Educational programs in public schools or at other sites
- Community-based arts activities
- Services that assist New York City's artists and arts organizations
- Training programs for artists and arts educators

DCA will consider up to a maximum of five projects for support per applicant.

If funded, your organization is expected to carry out all of the projects for which you requested support, regardless of the award amount received from DCA.

## ELIGIBILITY REQUIREMENTS

Applicants must be:

- Nonprofit arts and cultural organizations located and operating in any of the five boroughs of New York City;
- Incorporated as a nonprofit in New York State as of your organization's Fiscal Year ending in 2015, and compliant with annual State and Federal filing requirements for nonprofit organizations, including Charities Bureau filings;
  - *Organizations whose incorporation dates are in their FY16 or FY17 will not be eligible to apply during this cycle. In this case, organizations must wait until they have a two-year history to apply.*
- In possession of a Federal Employee Identification Number (EIN) unique to the organization;
- Currently certified tax exempt under Internal Revenue Service Code Section 501(c)(3). Incorporated nonprofits without 501(c)(3) status may apply using a fiscal conduit that is approved by DCA;
- Able to demonstrate at least two years of cultural public service in New York City prior to applying for DCA funding, as substantiated by the required financial documents and proof of programmatic activity for the organization's Fiscal 2015 and 2016.

Applicants cannot be:

- Individual artists (DCA provides funds to arts councils in all five boroughs for regrants to individual artists as well as arts organizations);
- Organizations receiving funding through DCA's Cultural Institutions Unit;
- Organizations that have not complied with DCA's previous reporting requirements.

Proposed services cannot include:

- Activities taking place outside New York City's five boroughs;
- Activities taking place outside the City's Fiscal 2018 (July 1, 2017–June 30, 2018);
- Fundraising events and receptions;
- Construction or renovation of facilities, including the purchase of equipment.
- Activities funded by a City Council Initiative administered by DCA (e.g., CASA, CTC, Cultural Immigrant Initiative, SU-CASA, Anti-Gun Violence)
- Religious activities or programs with religious content.

DCA does not routinely fund:

- Programs of City, State or Federal public agencies;
- Libraries or degree-granting institutions, including schools, colleges, and universities. Organizations that are closely affiliated with such institutions should contact DCA prior to submitting an Application, and may be asked to provide additional information. These applicants will be examined on a case-by-case basis to determine eligibility.
- Organizations with a primary mission other than arts and culture. Organizations such as social and/or multi-service, educational, or religious organizations, for which cultural activity is not a primary purpose, will be considered eligible only if they have a longstanding record of successful delivery of arts and cultural services. Panel placement for such organizations will be determined by the cultural component of their Fiscal 2015 operating income. Therefore, such organizations will be asked to provide the following in order to be considered eligible:

- o Written documentation regarding annual filing exemptions, if applicable; and
- o Proof, in the form of Supplemental materials and a Previous Years' Activities list, of a longstanding commitment to and history of cultural activity with demonstrated in-depth programming of artistic quality that is accessible to the general public.

All applicants are encouraged to contact the Program Services Unit with questions pertaining to eligibility well in advance of the February 13, 2017 deadline.

#### PROPOSAL PROCESS

Any arts or cultural organization interested in receiving funding from the Department of Cultural Affairs during Fiscal 2018 (July 1, 2017 - June 30, 2018) must complete the online Application form and submit hard copies of the Supplemental materials. **The Application form must be submitted online no later than 11:59 pm on February 13, 2017. Hard copies of the Supplemental materials must be received in our offices no later than 6:00 pm on February 13, 2017, whether via mail carrier, messenger, or hand-delivery.** Fax or email submissions cannot be accepted. Upon submission of the online portion of the Application, organizations will receive automatic confirmation of submission and a unique application number via email. Once the required Supplemental materials are received by DCA, Applications will be reviewed for completeness and organizations will be sent confirmation of their completeness status as soon as both portions of the Application have been processed.

Every applicant must complete a Cultural Data Profile (CDP), administered by DataArts (formerly known as the Cultural Data Project). After completing the online Data Profile with financial and programmatic information for Fiscal 2015, organizations will be required to print and submit the DCA CDF Funder Report with the Supplemental materials. Applicants are advised to complete their Cultural Data Profile as soon as they have finalized their financial documents for any fiscal year. For more information about DataArts, visit [www.culturaldata.org](http://www.culturaldata.org).

All organizational, financial, and programmatic qualifications listed below must be met by any organization seeking CDF funding:

**Organizational Qualifications:** Applicant organizations must:

- Meet the eligibility requirements noted above;
- Demonstrate fiscal responsibility and administrative competence;
- Be of recognized quality in the discipline within which it operates for the service being proposed.

**Financial Requirements:** Based on its Operating Income for the Fiscal Year ending in 2015, the organization must provide the following financial documentation:

- Under \$50,000: FY15 IRS 990-N Postcard and Signed CDP Annual Report;
- \$50,000 or over but less than \$250,000: FY15 IRS 990;
- \$250,000 or over but less than \$500,000: FY15 IRS 990 and FY15 Independent Accountant's Review (IAR);
- \$500,000 or over: FY15 IRS 990 and FY15 Audited Financial Statement.

In some instances, DCA may require an audited statement from organizations with lesser budgets. Any organization that can claim exemption from required financial documentation must submit written evidence of such along with their Supplemental materials.

If the mailing address on any of the financial documentation is outside NYC, the organization must also provide a letter confirming that the organization is located in NYC and explaining the reason for the discrepancy.

**Program Qualifications:**

- Each proposed project must include as a principal goal a demonstrable cultural activity of recognized quality that is accessible to the public;
- The proposal must be clearly stated and contain measurable goals that can be evaluated during and at the end of the award term;
- Proposals must be within the organization's artistic/cultural, administrative and fiscal capabilities;
- Project budgets must include significant other financial resources. DCA support is limited to no more than 50% of each project budget. A funding mix that includes foundation and corporate support, other government support, private contributions, cash, and earned income (where appropriate) is desirable;
- While proposed projects may include some aspects of operating costs (e.g., staff salaries, space rental), the project itself should be one that serves the public or your constituency, not the applicant organization (do not request support for projects that are essentially general operating support or internal capacity building);
- Artists' fees should be of a level consistent with a professional wage.

PANEL REVIEW PROCESS

DCA will award funds through the Cultural Development Fund to organizations that go through a competitive panel review during spring 2017. All organizations will be evaluated based on the organizational and programmatic qualifications stated earlier in these Guidelines. If the proposal is from a previously funded organization, past grant performance is also considered.

Panels consider each application as a whole including all projects proposed, and funding recommendations are based on the entire application, not on individual projects. Panels do not review past applications, so be sure to include relevant information about previous activities in the appropriate places in the current application.

**DCA Funding Priorities and Organizational Criteria:** First and foremost, DCA requires that all CDF-funded projects be accessible to the public. The participants or audiences you serve – whether the general public, students, arts professionals, seniors, or another audience particular to your organization’s programs – must be able to access your programs within New York City during the FY18 grant period. In addition to this public access requirement, each panel will review proposals with the following funding priorities and organizational criteria in mind:

**PRIORITIES FOR FUNDING** (projects should meet one or more)

DCA has identified these as the focus of CDF support. An applicant’s proposed services need not meet all of the priorities listed, but the panel will expect the project(s) to align with at least one. Note that these priorities are not themselves prioritized, and the examples given below each are not all-inclusive:

Artistic Dialogue

- Forum for new or previously created works to be presented
- Support of critical dialogue
- Works that engage multiple genres or disciplines

Preservation

- Of New York City’s rich cultural heritage
- Of the cultures of New York’s diverse populations
- Of historic artifacts or sites relevant to New York City
- Of reference materials and documentation of a discipline

Audience Development

- Outreach to new audiences
- Increased access to programming
- Cross-cultural programming

Public Access

- Breadth or depth in delivery of programming
- Non-traditional audiences
- Free arts programming

#### Education

- Ongoing and/or sequential arts programs for children, youth or other targeted audiences
- Cultural activities in schools, including programs that are curriculum related
- In-school artists' residencies
- Arts programs for children at cultural organizations

#### Services to the Field

- Services to the creative community
- Professional training within a discipline
- Maintenance of entry-level avenues
- Support for the creation of new work
- Services to organizations serving a discipline
- Services in support of institutional stability and development

### **ORGANIZATIONAL CRITERIA** (organizations should demonstrate all)

The panel evaluates an organization's potential to realize its project/s according to the following criteria. The applicant demonstrates evidence of these criteria by providing a high level of detail throughout the proposal. The panel will look to the organization's Application to demonstrate the ability to meet the criteria listed.

#### Organizational Capacity and Responsibility

- Reliability
- Accountability
- Professionalism
- Fiscal Stability

#### Impact

- On the recipients of the service
- On the field

#### Excellence

- Artistic
- Organizational

#### Uniqueness of the Service

- To the discipline, community, neighborhood, and/or the City

Recommendation of funding is based in part on the level of detail and clarity provided in the Application, as well as an evaluation of the organization's track record in presenting similar projects.

**An organization with an operating income or cultural budget of \$250,000 or less** in its Fiscal Year ending in 2015 will be reviewed by a borough-specific panel comprised of representatives from the field as well as a designee of the City Council and of the Borough President. The panel will be charged with considering all the services proposed by the applicant organization, including those services being provided in boroughs other than the primary borough designated by the applicant. Where volume requires, Applications may be further sorted by discipline within the borough.

**An organization with an operating income or cultural budget of greater than \$250,000** in its Fiscal Year ending in 2015 will be reviewed by a discipline-specific panel comprised of representatives from the field and a designee of the City Council. Where volume requires, Applications may be further grouped or sorted. Applicants in this category will be eligible for multi-year funding, and those that are not recommended for CDF support in Fiscal 2018 will be eligible to apply for funding again in Fiscal 2019.

Organizations with a primary purpose other than arts and culture will be placed into panel based on the operating income for the *cultural* component of their activities for the Fiscal Year ending in 2015. DCA staff may contact an organization to confirm or suggest changes to an organization's selected borough and/or discipline.

### FUNDING LEVELS

Each applicant should request what it believes is an appropriate level of DCA support for each project; DCA uses the composite figure of requested funding to measure need in the field. The incremental levels below are used by the panel to determine award size, but factors such as the total cost of the project exclusive of in-kind support, the organization's total operating

budget and other sources of support anticipated for the project are considered. DCA cannot fund more than 50% of the total cost of a project, and funding seldom approaches that percentage. Panels consider request levels when evaluating an organization's administrative capacity.

To be considered for funding, the "Total Request Amount" must be greater than or equal to the minimum level for your organization's budget category, as specified below.

**For Organizations with a Fiscal 2015 operating income of \$250,000 or less:**

Awards will range between \$5,000 and \$50,000 at the following increments:

\$5,000 • \$7,500 • \$10,000 • \$12,500 • \$15,000 • \$17,500 •  
\$20,000 • \$25,000 • \$30,000 • \$35,000 • \$40,000 • \$50,000

Please note that total project cost(s) must be \$10,000 or more in cash to qualify for the minimum award. Organizations with projects costing less than \$10,000 are encouraged to apply directly to their local arts council regrant program. All funding is for one year with no guarantee of renewal.

**For Organizations with a Fiscal 2015 operating income of greater than \$250,000:**

Awards will range between \$15,000 and \$300,000 at the following increments:

\$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

Please note that total project cost(s) must be \$30,000 or more in cash to qualify for the minimum award.

Organizations with operating incomes over \$250,000 in Fiscal 2015 will be eligible for multi-year support. Organizations receiving multi-year support based on their 2018 Application must comply with DCA's annual reporting procedures in order to receive funds in 2019 and 2020. Support in Fiscal 2019 and 2020 is contingent upon funds available and may reflect decreases or increases to DCA's Fiscal 2019 and 2020 budgets.

**CITY BUDGET PROCESS**

Each year, the Mayor issues a Preliminary Budget in January as one of the first steps in the City's annual budget process. The Preliminary Budget contains proposed allocations for each agency, including the Department of Cultural Affairs, listed in summary form. Following public hearings before the City Council and the Borough Presidents, the Mayor's Executive Budget is issued in late April. Thereafter, additional public hearings are held before the City's elected officials. The final budget is then adopted by the City Council in June, signed into law by the Mayor and certified by the Comptroller and City Clerk.

During the Adoption process, members of the City Council may designate cultural organizations for support. Such support, known as discretionary or Member Item support, is usually allocated through DCA's budget when it is for cultural activities. Discretionary allocations are for one year only. **Organizations seeking or receiving City Council discretionary support in Fiscal 2018 must submit a CDF Application by the February 13, 2017 deadline**, unless they are already in a renewal year of a multiyear CDF grant. In addition, organizations must submit a Discretionary Funding Application on the [City Council website](#) by February 21. The project(s) for which such discretionary support is sought should be the same as those in the CDF Application. Contact the Council Member in the district where

you are providing services to learn about the additional requirements that apply to this funding.

Organizations awarded discretionary support at Adoption for the provision of cultural services will be notified of this funding in their Fiscal 2018 award letters. These discretionary allocations will be incorporated into the application organization's Fiscal 2018 CDF grant Agreement. Funds will not be disbursed until the City's budget has been reconciled and the Agency has confirmed that the organization is compliant with City requirements.

Note that DCA also administers several separate City Council Initiatives – including Cultural After-School Adventures (CASA), Cultural Immigrant Initiative, and other initiatives designated by the Council in Fiscal 2018. To be eligible for any of these specific initiatives, an organization is **required to submit a complete FY18 CDF application by the February 13, 2017 deadline as well as the Discretionary Funding Application on the [City Council website](#) by February 21**. These initiative-funded projects may not overlap with any CDF-funded activities.

#### GRANT ADMINISTRATION AND LEGAL GUIDELINES

When an organization is allocated funds, DCA prepares a grant Agreement with the organization based on the proposal for public service submitted by the organization. A person from the organization who has signatory authority then signs the grant Agreement. All groups receiving City support through DCA must comply with all pertinent City, State and Federal legal requirements, and DCA will notify organizations separately of particular, applicable regulations. In addition, every funded organization should comply with the following requirements:

**Insurance:** Funded organizations that receive grants of \$50,000 or more are required to carry Commercial General Liability ("CGL"), Workers Compensation, and Disability Benefits insurance, and to name "the City of New York, including its officials and employees" as an additional insured (CGL policy and Additional Insured Endorsement only). Such funded organizations are required to submit upon request certificates of insurance for such policies, a certification of insurance broker or agent (CGL policy only), and an additional insured endorsement (CGL policy only). Note: Such a funded organization's CGL policy naming "The City of New York, including its officials and employees" as an additional insured must be in effect for the entire grant term, July 1, 2017 to June 30, 2018. By submitting an application for a Cultural Development Fund grant, the applicant, if funded by a grant of \$50,000 or more, agrees to comply with this requirement, unless a written waiver is provided by the Commissioner.

**Americans with Disabilities Act Compliance:** Every funded organization is expected to comply with the Americans with Disabilities Act (ADA), passed in 1990.

#### CREDIT

All programs, brochures, flyers, posters, announcements or similar matter relating to services funded by DCA are also required to include, in a legible manner, in appropriate type size and without abbreviation, the following statement: **"This program is supported, in part, by public funds from the New York City Department of Cultural Affairs, in partnership with the City Council."**

All funded organizations are required to use DCA's logo; upon notification of an award, groups will be informed about how to obtain the logo.

In addition to the logo and credit line stipulated, any printed list of contributors to a program or service funded by DCA is required to include the "New York City Department of Cultural

Affairs” in the appropriate alphabetical and/or contribution category list.

#### PAYMENT

Every grant Agreement includes a payment schedule that is based on the services provided and associated costs. Most organizations will receive up to 80% of the total award as an initial payment once compliant with City funding requirements.

Funds will not be available until after the start of FY18, when the City's budget is adopted. Notification of the outcome of the funding process will be sent after the start of the grant period. All funded organizations are expected to move forward with their projects regardless of the dates of notification and first disbursement of funds.

Final payment is based on submission of a Final Report which includes an online form as well as supporting documentation. If the City budget demands, reductions may be taken against final payments.

Every organization must report on its use of public funds provided by DCA according to a schedule established by and on the reporting forms required by the agency. Organizations that do not comply with reporting requirements in a timely manner may lose current-year funding and be ineligible for future funding.

While applicants should not apply for general operating support, funds received from DCA can be used to cover any organizational costs other than capital expenditures, fundraisers, or government advocacy efforts.

#### PERFORMANCE EVALUATION

Because DCA awards public funds, the expenditure of those funds is required by law to be monitored to assure they are being spent in accordance with the terms of the grant Agreement. DCA bases its evaluation of performance on the quality and timeliness of the documents submitted, as well as on site visits and program reviews. Information regarding upcoming activities should be provided to the Program Services Unit on a regular basis and Program Services staff should be extended an invitation to view the work. Organizations may also be required to provide additional information after the Application has been submitted. The organization's prior performance record may be a determining factor when considering future funding.

#### APPEAL PROCESS

Any organization considered for competitive support may contact the Program Services Unit for an explanation of funding awarded, or to find out why a proposal was declined. If, following a conversation with the appropriate DCA staff, an organization believes it meets the criteria for appeal, the organization may submit a written appeal. Organizations have 21 days from the date of the notification letter to request a conversation; after the conversation, organizations must submit an appeal within 10 business days. The organization's appeal must set forth the reason why the organization believes reconsideration is appropriate. The grounds for reconsideration are:

**Non-presentation of information:** Information available in the proposal prior to the deadlines set for panel review was not presented and might have altered the outcome of the decision; or

**Misrepresentation of information:** Information known prior to the deadlines set for panel review was not appropriately presented and, if presented differently, might have altered the outcome of the decision.



Failure to respond to appeal procedures will invalidate the appeal.

Appeals are reviewed by the Commissioner who will attempt to render a final decision within 45 days of receipt of the final appeal. The Commissioner's determination is final and will be sent in writing to the organization making the appeal.

#### LEGISLATIVE NOTIFICATION

We urge each organization to keep its elected and appointed representatives in City government informed of its activities. The City Council, the Borough Presidents, and other elected officials are critically important to the process of funding cultural organizations. In addition, each of the 59 Community Boards plays an advisory role both in the City budget process and in the coordination of municipal services. Since organizations are offering municipal services through their proposals, and since DCA's budget is established through the same process as that of all City agencies, DCA suggests that copies of this proposal be given to the Council persons, Borough Presidents, and District Managers of the Community Boards representing the districts and boroughs that the organization serves. Contact information for all elected officials can be found on the City's website, [www.nyc.gov](http://www.nyc.gov).

#### FURTHER QUESTIONS

Inquiries regarding the funding process are answered at seminars conducted in conjunction with the proposal process; further inquiries can be made by contacting the Program Specialist to whom your organization has been assigned, or by calling the Department of Cultural Affairs' Program Services Help Desk at (212) 513-9381.