



# CULTURAL DEVELOPMENT FUND FISCAL 2012 FINAL REPORT INSTRUCTIONS

**TO: FY12 CDF Grant Recipients**  
**FROM: NYC Department of Cultural Affairs**  
**DATE: May 14, 2012**

The Department of Cultural Affairs is pleased to announce an online reporting process for organizations funded through the Cultural Development Fund (“CDF”) for Fiscal Year 2012 (“FY12”). All organizations funded for FY12 must report on their funded services in order to retain the funds paid, receive any payments due, and remain in good standing for future funding. The online process is intended to facilitate reporting for CDF grantees and assist the agency in collecting and analyzing data on public services supported by the CDF. The online Final Report mimics the look and feel of the CDF Application; however, unlike the Application, users are able to edit and correct the data entered and to resubmit the form, which must be approved by the Agency prior to issuing final payment.

The information provided in the Final Report must detail *all the projects* described in your organization’s FY12 Grant Agreement or Approved Scope of Services Request for Revision. For your reference, project information that was entered in the FY12 CDF Application/Renewal is displayed in blue throughout the online form; however, any revisions to those project details (submitted on paper through the Scope of Services Request for Revision) will not be reflected in the online form. While entering your information, note that a high level of detail—including relevant programmatic, administrative and fiscal information—is required; in addition to the online form, documentation supporting each funded project should be submitted on paper. Remember that while applicants request funds for and are evaluated on their public services, funds received from DCA can be used to cover any *organizational* costs other than capital expenditures or government advocacy efforts.

The Final Report must be submitted as soon as possible after the completion of all services. In addition to the online form, Supplemental Materials must be mailed or hand-delivered to our office. Required templates can be found under the “Reporting” tab of [DCA’s website](#). Submissions of both the online form and Supplemental Materials are **due as soon as possible after the completion of the funded services, and no later than Wednesday, August 1, 2012.**

Once submitted, the online form and Supplemental Materials will be reviewed by your Program Specialist for detail, scope and accuracy; while the submission is being reviewed, the online form cannot be edited. If the submission lacks accuracy or detail, your Program Specialist will request revisions; this request will allow edits to be made to the online form and will require re-submission. Multiple submissions of a Final Report will result in payment delays and may result in an unsatisfactory rating under this Grant Agreement, which could affect future funding, so **please check your submission and accompanying mailed documentation carefully.**

DCA requires that you bring to our attention any difficulties you may be having in delivering the services referenced in your Grant Agreement. In some instances it may be necessary to request a change to the Scope of Services in your Grant Agreement. Organizations with such modifications must submit DCA’s Scope of Service Request for Revision form and have it **approved prior to submitting the Final Report.** Requests for Revisions will continue to be submitted on paper for FY12.

### **Failure to Submit a Complete or Timely Report**

As described in the FY12 Grant Agreement, organizations that do not comply with the reporting requirements above—including failure to submit a complete, accurate report by August 1st—will be ineligible for funding in Fiscal Years 2013 and 2014, and may be required to return received funds.

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As with the CDF Application Instructions, each page heading throughout these Instructions will correspond to a section of the Final Report, and on each page you will find boxes to the left to help guide you: WHAT YOU WILL SEE, CHARACTER LENGTH / PRE-POPULATION and HELP WITH THE ONLINE FORM.

**WHAT YOU WILL SEE**

**Welcome to Your Cultural Affairs Account**

Log in to your Cultural Affairs Account below using your email address and password. Through this account, you can access the Cultural Development Fund online forms from the NYC Department of Cultural Affairs, including:

- Grant Application(s)
- Grant Renewal(s)
- Final Report(s)

Is this your first time logging in? If so, click Register New Account to start creating a profile for you and your organization. Note: If your organization is already registered and you would like to access its online forms, you must be invited by the organization's Primary User.

**Log In:**

Email Address:

Password:

**ACCOUNT LOG IN**

[Register New Account](#) | [Forgot/Change Password](#)

**WHAT YOU WILL SEE**

Here you will find images from each section to help you find your place on the online Reporting form.

**CHARACTER LENGTH / PRE-POPULATION**

Here you will learn how many characters you can enter for each narrative field over 100 characters.

**HELP WITH THE ONLINE FORM**

Here you will learn how to navigate the online form, start a new Report or add items to your location list. Also check here for tips on saving your work, formatting text, and entering numbers.

**SEMINAR NOTES**

The Instructions contain blank space for note taking during a DCA Reporting Seminar or while working on your Report at your desk. We recommend keeping these Instructions by your side while you complete the form.

**CHARACTER LENGTH**

*EXAMPLE*  
**800** characters, including spaces and returns. This section will not be pre-populated.

**HELP WITH THE ONLINE FORM**

*EXAMPLE*  
 Do not leave any fields blank. If a category is not applicable, enter "0."

## STARTING YOUR FINAL REPORT

You must log in to your Cultural Affairs account in order to begin reporting.

**WHAT YOU WILL SEE**

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.

**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	<a href="#">Draft</a>		
2012	<a href="#">Awarded (PDF)</a>	<a href="#">Initial Draft</a>	<a href="#">Budget Overview</a>
2011	<a href="#">Awarded (HTML)</a>		<a href="#">Budget Overview</a>
2010	<a href="#">Awarded (HTML)</a>		<a href="#">Budget Overview</a>

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

**ACCOUNT PROFILE**

Before beginning your Final report, update the Account Profile to reflect any staff changes since your most recent application was submitted. The "Final Report Contact" you will select in Organization Details (see page 4) will pull the names of the **Active** users from the Account Profile, so correct contact information is essential. Please note that only the Primary User can invite new Delegate Users to your organization's account.

**CREATING YOUR FINAL REPORT**

Click START FINAL REPORT to begin. Once started, note the Final Report Statuses:

**INITIAL DRAFT** (editable) indicates that you have started entering information but the form has not been submitted;

**DRAFT SUBMITTED** (not editable) indicates you have submitted the Report, which is being reviewed by your Program Specialist;

**REVISIONS REQUESTED** (editable) indicates that your Report requires more detail before it can be approved;

**DRAFT APPROVED** (not editable) indicated that your Report was approved for **FINAL SUBMISSION**.

Navigating the online Final Report is very similar to the online Application/Renewal, and the form has a number of useful tools that will help you, including the sidebar, the arrow keys, and the save and cancel buttons.

**SIDEBAR**

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**Organization Information:**

→ Organization Details

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**Projects:**

→ Project Summary

→ Project 1

→ Project 2

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**Budget Information:**

→ Project Budget

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**Certification:**

→ Preview / Submit

### LOGGING IN AND TIMING OUT

- **Only one “user” can be logged in at a time.** Please keep this in mind if multiple individuals will be working on the Report.
- **Users will automatically be logged out of the system after twenty minutes of inactivity.** To keep the form active, you must SAVE the Report using any of the methods listed below. A pop-up message will alert you five minutes before the session automatically expires. Information entered after the last SAVE will be lost if you are automatically logged out, so be sure to save often.

### SIDEBAR

On the left side of each page you will find the sidebar, which you can use to jump to another section or project while saving your work (you do not need to complete each section sequentially). Once a section or project is complete, a checkmark will appear in the box next to that section. Use the sidebar to monitor your progress: you cannot submit the Report until every box is checked, indicating that each section or project is complete.

### ORIGINAL APPLICATION/RENEWAL INFO

The information you entered in your FY12 CDF Application or Renewal form is displayed as *BLUE TEXT* throughout the online Final Report. This information is a reference and reminder of what your organized proposed for funding, and should not be simply cut and pasted into the reporting fields. The report must include detailed, actual information about your projects as they occurred. Remember: any revisions to those project details (submitted on paper through the Scope of Services Request for Revision) will not be reflected in the online form.

**BLUE TEXT**

Discipline: *Dance*

- Select - ▾

Borough: *Manhattan*

- Select - ▾

### SAVE, CANCEL, AND ARROW BUTTONS

- There are yellow buttons at the bottom of each page. The SAVE button will save your Report. The arrows move you to the next or previous page while saving your work.
- You may save your work at any time (and should save frequently), log out, and return to the form later.
- If you hit CANCEL on any page, your browser will return to the “Welcome” page and previously entered information will not be saved.

**SAVE, CANCEL & ARROWS**

SAVE
CANCEL
←
→

**PRINT PREVIEW**

PRINT PREVIEW

### PRINT PREVIEW

For your convenience, the PRINT PREVIEW button is on every page throughout the form. Use this to open a new window where you can preview your full Report, save it as a PDF to your computer, or review which fields have not been completed; incomplete fields will appear in **red** throughout your Print Preview.

After opening the online form, you will be taken to the Organization Details section. In this section, you will be asked to identify a Final Report Contact and review the details of your FY12 award and payments to date.

### WHAT YOU WILL SEE

#### Organization Details

This section includes basic information about the organization related to this Final Report, including contact and award information. Select the "Final Report Primary Contact" from the dropdown list below which includes Active registered users in the organization's Account Profile.

*Labels in Blue Italics = Original Information Entered (CDF Application)*

**Final Report Contact Information:**

Final Report Primary Contact:

Salutation:

First Name:

Middle Initial:

Last Name:

Title:

Work Phone:

Email Address:

**Fiscal 2012 Award Information:**

?

?

?

?

**General Information:**

?  Yes  No

?

**PRINT PREVIEW** **SAVE** **CANCEL** **➔**

### FINAL REPORT CONTACT INFORMATION

Begin by clicking on the dropdown to select your "Final Report Primary Contact," the person at your organization who will act as the contact for this Report. The names and contact information that appear in this section are **read-only** and display only the Active Primary and Delegate users in your organization's Account Profile. You cannot update contact information here. If the contact person for this Report is not listed in the dropdown or if the contact information is incorrect, go to your Account Profile. There you should make any changes, confirm the contact person is "Active," or register a new user. Remember: only the Primary User can invite new users. Once you have updated your Account Profile, log out, then log in again and this section will reflect those changes.

### FISCAL 2012 AWARD INFORMATION

This section displays FY12 award and payment information for your organization. The "Total Final Award" is your CDF award in the current fiscal year. Please consult your award letter and Grant Agreement (and amendment, if appropriate) to confirm this amount. The "Reduction(s) Taken" is the amount deducted from your original award because of the mid-year budget cut to the Agency. The Total Final Award includes this amount and will differ from your Agreement if there was a "Reduction(s) Taken." If a final payment is due to your organization, that amount will also appear here. This is the amount that will be processed upon completion and approval of this Final Report.

### HELP WITH THE ONLINE FORM

When you select an individual to serve as your Final Report Contact, that person's contact information will display in the fields below the dropdown. **These fields are read-only and can only be updated in the Account Profile.**

### CONDUIT INFORMATION

If your organization applied through a conduit (or fiscal sponsor) for FY12 please select "Yes" and enter the conduit's name here. Be sure to review this Final Report with your conduit prior to submission. If your conduit information has changed since your original submission, please contact your Program Specialist immediately; additional material will be required.

### SEMINAR NOTES

The **Project Summary** will display and request overall information about your Report. Use this section to check the status of each project, to designate the overall discipline and borough of your Report, to identify which Supplemental Materials you intend to submit, and to disclose any potential conflicts of interest.

### WHAT YOU WILL SEE

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#### Project Summary

The Final Report should only include information on projects the organization has completed and should reflect the scope of the organization's Application or Renewal submission.

Revisions to the scope of the funded project(s), called "Scope Changes," require the submission and approval of a Scope of Service Request for Revision form, which can be found on the Programs Unit Web page prior to submission of the Final Report.

Click on the "Project Title" below to begin entering information about each project.  
*Labels in Blue Italics = Original Information Entered (CDF Application)*

**Projects:**

Priority	Project Title	Status	Scope Changes
1	<a href="#">Matinee Series</a>	Incomplete	
2	<a href="#">Theater Programming</a>	Incomplete	

**Designation:**

Select one "Discipline" and one "Borough" to describe this Report. For most organizations, borough and discipline designations will be the same as those entered in the Application or Renewal.

Discipline: *Dance*

Borough: *Manhattan*

**Supplemental Materials:**

In addition to this online form, the Final Report requires the submission of supplemental materials including any applicable templates and background material.

Check the boxes below to indicate what type(s) of materials will be submitted to document the funded project(s).

Selected Materials:
  Press  
 Flyer/Program  
 Publication(s)  
 Images  
 Educational Material  
 Other

Other:

**Conflicts of Interest Disclosure:**

The Organization hereby represents and warrants that, to the best of its knowledge, information, and belief, neither it nor any of its directors, officers, employees, subcontractors, or outside service providers, has any personal interest, direct or indirect, that conflicts in any manner or degree with the performance or rendering of the cultural public services herein provided. The Organization further represents and warrants that no person having such interest or possible interest has been employed or otherwise retained by the Organization in the performance of the services.

If you are unable to answer "Yes," please submit the Conflicts of Interest template with your background materials.

Do you certify that the above statement is true and correct?  Yes  No

**PRINT PREVIEW**
**SAVE** **CANCEL**

### HELP WITH THE ONLINE FORM

Click on the Project Title to begin reporting on each funded project. The Project Title on display here will update when you enter an Actual Project Title in the Project Details section.

## PROJECTS

Your organization's funded projects will appear in priority order here, and will display a status of "Incomplete." Once you have entered information in every field for that project, the status will become "Complete." Projects included in the FY12 CDF Application/Renewal but not funded will not be included here. All projects must be "Complete" for the Report to be submitted.

**SCOPE CHANGES** - If the scope of your project has changed significantly (e.g., the project costs differ by more than 20% or the number of people served is significantly different from your original submission) you will be required to submit a [Scope of Service Request for Revision](#) before completing the Final Report. Please contact your Program Specialist to discuss this process. Once the request has been Approved, you may continue with your Report. If the status of your Scope Change is "In Review" please log in again in two business days to see if your request has been Approved.

## DESIGNATION

From the dropdown menus, select one discipline and one borough to describe your overall Report, based on the completed projects.

## SUPPLEMENTAL MATERIALS

Supporting documentation, which must be mailed or hand-delivered to DCA's office, is required in addition to the online form to supplement each funded project. Use the checkboxes in this section to indicate the type of background your organization intends to submit to DCA. The material should only relate to the projects included in this Report. If you do not see a category listed for your material, click "Other," and enter a brief description (e.g., CDs and DVDs).

## CONFLICTS OF INTEREST DISCLOSURE

In this section you are being asked to certify that in the provision of City-funded services, you have not retained any outside service providers that have a "personal interest" that may appear to raise a conflict. These may include individuals, consultants, or independent contractors, and personal interests may include:

- The spouse, domestic partner, or family member of a director, officer, or employee of the organization
- A person who has a financial relationship with a director, officer or employee of the organization
- An elected official or other officer or employee of the City of New York
- The spouse, domestic partner or family member of an elected official that allocated funding to the organization
- A person who has a financial relationship with the elected official that allocated funding to the organization

If the answer is "No," submit the [Conflicts of Interest Certification](#) to CDFReport@culture.nyc.gov by the August 1, 2012 deadline.

In this section you will be able to report on your funded projects. To enter information about each project, click the title of the project on the Project Summary page or the project number on the left sidebar.

### WHAT YOU WILL SEE

#### Project Details

In completing the Project Details, it is imperative to review the original project information submitted in the Application or Renewal.

Begin by entering the "Actual Project Title" and "Actual Project Description" for this project. The description should include a **high level of detail** regarding the activities that actually occurred, including who, what, when, where, why, how, and how many.

**Labels in Blue Italics = Original Information Entered (CDF Application)**

**General Information:**

Original Project Title: *Matinee Series*

Actual Project Title:

Original Project Description: [Click Here for Original Description](#)

Actual Project Description:

**Location/Venue Information:**

The Department of Cultural Affairs tracks where cultural activities are taking place throughout the City. Select the actual "Borough(s)" and "Council District(s)" in which this project took place. You may select more than one borough and council district.

Borough(s): *Manhattan*

Bronx  
 Brooklyn  
 Manhattan  
 Queens  
 Staten Island

Council District(s): [Click here for Original Council District\(s\)](#)

**Location/Venue Listing:**

Enter the location(s) or venue(s) where this project took place; you may enter up to 10 locations here. If the project took place in more than 10 locations, please submit the Additional Locations template with your background materials.

Street Address	Borough/District	ZIP Code
ADD NEW LOCATION		
Street Address: <input type="text"/>	Borough: <input type="text" value="- Select -"/>	Council District: <input type="text" value="- Select -"/>
ZIP Code: <input type="text"/>	<input type="button" value="Add Location"/> <input type="button" value="Clear Fields"/>	

### CHARACTER LENGTH

**3,500** characters, including spaces and returns, for Actual Project Description.

### HELP WITH THE ONLINE FORM

You may select more than one Borough or Council District by using the multi-select function. PC users should hold CTRL while clicking all selections; Mac users should hold COMMAND while clicking all selections.

You may enter up to 10 Locations. Once you enter the Name, Borough, District and Zip Code, click the ADD LOCATION button to add that entry to the List. Once you save it, you cannot edit it; you will need to delete it then enter the information again.

In addition to the ADD LOCATION button, you must also click the yellow SAVE button at the end of this page to save the entire list.

### PROJECT TITLE

Enter a brief title for your project. The titles that appear in the Project Summary section will reflect the Actual Project Title(s) entered here.

### PROJECT DESCRIPTION

Please describe your project using a high level of detail. Project descriptions that are not sufficiently detailed will be returned for revision. You may refer to your FY12 original project description by clicking on the link. **Do not include or reference any activities outside of the five boroughs of New York City, or dates outside of FY12 (i.e., before July 1, 2011 or after June 30, 2012).** Although some related activities may extend beyond June 30, 2012, or occur outside the five boroughs, the narrative portion of this description **cannot** reference those activities. Descriptions that reference activities outside FY12 or outside New York City cannot be approved.

### LOCATION / VENUE INFORMATION

Using the dropdown menus, select all the borough(s) and council district(s) in which your activities took place.

### PRIMARY LOCATIONS

So that we can map the locations of all CDF-funded activities, please enter **all** the locations where this project took place. Provide the street address of the location or venue as specified below, as well as its Borough, Council District, and Zip Code. The street address should NOT include any extraneous information such as the venue name, suite #, school name or number, or intersections:

*Correct:* 40-01 43<sup>rd</sup> Avenue  
*Incorrect:* PS 150, 40-01 43<sup>rd</sup> Avenue, 2<sup>nd</sup> Floor

If your location is in a park or a plaza, enter just the name of the park:

*Correct:* Central Park  
*Incorrect:* Central Park Bandshell, near 5<sup>th</sup> Ave. and 72<sup>nd</sup> Street

If the project took place in **more than 10 locations**, follow the instructions above for the first ten locations, and complete each field on the [Additional Locations Template](#) for all remaining locations. **Do not leave any fields blank.** The template, which is an Excel spreadsheet, can be found under "Reporting" on the Programs web page. In order for your Final Report to be considered complete, you must email this template to [CDFReport@culture.nyc.gov](mailto:CDFReport@culture.nyc.gov) no later than midnight on August 1, 2012.

Provide additional details about your project, including discipline information, pricing information, and information about the population served.

### WHAT YOU WILL SEE

**Project Details:**

Discipline Code: *Architecture/Design*

Start Date of Activity: *01/12/2011*

End Date of Activity: *06/12/2011*

Did you charge for this service? *No*  
 Yes  No

If Yes, describe pricing and who paid: *\$8 per student, teachers for free. Area schools attend for free.*

Range of Charges for this Service:  to   
(Minimum \$ - Maximum \$)

Did you provide discounts? *Yes*  
 Yes  No

If Yes, please describe discount program: *audience*

**Specific Audience:**

Enter actual attendance figures for this project. Be sure to review the definitions of Direct and Indirect Recipients before entering the figures.

Number of Direct Recipients: *5000*

Number of Indirect Recipients:

**Age Breakdown:**

Break down the "Number of Direct Recipients" among the age categories listed below. The percentage breakdown must total 100%. If this project was not targeted to a specific audience, enter 100% in the "General" category.

<i>Original Ages Selected:</i> <i>Grades K-5</i>	
Pre-school (%)	<input type="text" value="0"/>
Grades K-5 (%)	<input type="text" value="0"/>
Grades 6-8 (%)	<input type="text" value="0"/>
Grades 9-12 (%)	<input type="text" value="0"/>
Young Adults (%)	<input type="text" value="0"/>
Adults (%)	<input type="text" value="0"/>
Seniors (%)	<input type="text" value="0"/>
General (%)	<input type="text" value="0"/>
Total (%)	<b>0</b>

**Ethnicity Breakdown:**

If possible, estimate the "Number of Direct Recipients" among the ethnicity categories listed below. The percentage breakdown must total 100%. (Be as accurate as possible in your estimates. If this information is unavailable, do not respond to this question.)

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

### DISCIPLINE CODE

Please select the discipline that best describes the project.

### START AND END DATES OF ACTIVITY

Enter the start and end dates of this project. If you enter a date that is before or after the DCA fiscal year (July 1, 2011 to June 30, 2012) you will receive an error message. Remember: only report on activities that took place within the funding period.

### PRICING

Indicate whether your organization charged for this service and, if so, describe the pricing structure (e.g., \$22 general admission, \$15 students - for premiere only; community events free). Please provide as much detail as possible if there was more than one price for access to your service. Also, indicate the minimum and maximum price charged for this service.

### DISCOUNTS

Indicate if discounts were offered for this service and, if so, please describe the discounts including amount of discount and criteria for participation in the discount program. Include the percentage of Direct Recipients who received discounts.

### SPECIFIC AUDIENCE

Enter the number of recipients for this project. The Direct Recipients should be the individuals who received the primary benefit of the program. For example, if it was an education program, the students who took part would be entered under "Direct Recipients" and the number of audience members attending a culminating event would be entered under "Indirect Recipients." For a program providing space for artists, the number of artists served would be "Direct Recipients"; the number attending an open studio event would be entered under "Indirect Recipients." For some activities, such as a performance series, audience members would be Direct Recipients and there may be no Indirect Recipients. If your audience members are web-based, please be prepared to explain how you determined numbers served.

### AGE BREAKDOWN

Please break down only the Direct Recipients into percentage by age/grade level. Your entries must total 100%. For activities which are not targeted to a specific age group, enter 100 under "General."

### ETHNICITY BREAKDOWN

Please break down only the Direct Recipients into percentage by ethnicity. Your entries must total 100%. If you did not track this information, do not answer this section; DCA aggregates and uses this information for research purposes only.

### CHARACTER LENGTH

**100** characters, including spaces and returns, for Pricing and Who Paid. **150** characters, including spaces and returns, for Discount Program.

Provide additional details about your project, including optional information about the ethnicity of your direct recipients, artist compensation, and education information.

### WHAT YOU WILL SEE

**Artist Compensation:**

Were artists compensated?  Yes  No

If Yes, explain:

Did artists pay to participate?  Yes  No

If Yes, explain:

**Education Program:**

Was this an education program that benefited children in grades Pre-K through 12?  Yes  No

If yes, did any portion of this program take place in NYC public school(s) during school hours?  Yes  No

**PRINT PREVIEW** **SAVE** **CANCEL** **←** **→**

### ARTIST COMPENSATION

If artists were compensated, select "Yes" and provide detail describing that compensation.

### ARTIST PAYMENT FOR PARTICIPATION

If artists paid to participate, select "Yes" and provide detail describing that payment structure.

### EDUCATION PROGRAMS

Indicate whether this was an education program that benefited children in grades Pre-K through 12. Answer "Yes" regardless of whether the program was in-school or out-of-school. Next, indicate whether any portion of that program took place in a NYC public school during school hours.

### SEMINAR NOTES

### CHARACTER LENGTH

**100** characters, including spaces and returns, for Artist Compensation and Artist Payment for Participation.

**REMEMBER TO SAVE YOUR WORK FREQUENTLY**

### USING THE ONLINE FORM

Once you click the SAVE button, you will be taken back to the Project Summary page. If every question in Project Details was answered, your Project Status will become COMPLETE.

This section asks for income figures by category; these are combined figures for the total income of all of your funded projects. **Further information explaining these figures must be included in the Budget Notes section as indicated below.**

**WHAT YOU WILL SEE**

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### Project Budget

Itemize the **total income and total expenses** for all the funded project(s). Figures entered here may be unaudited but should reflect the most accurate income and expenses known to date. Because this page can be saved only after all Actual Expenses have been entered and match the "Total Project Cost" below, we recommend preparing the figures before beginning this section.

*Labels in Blue Italics = Original Information Entered (CDF Application)*

**Project Costs:**

Project Title	Original Cost (\$)	Actual Cost (\$)	% Diff
Matinee Series	\$139,000	<input type="text"/>	0%
Theater Programming	\$91,000	<input type="text"/>	0%
<b>Total Project Cost:</b>	<b>\$230,000</b>	<b>\$0</b>	

**Earned Income:**

	Original Amt.	Actual Amt.
<input type="checkbox"/> Admissions/Box Office:	\$28,000	<input type="text"/>
<input type="checkbox"/> Contracted Services:	\$11,000	<input type="text"/>
<input type="checkbox"/> Tuition, Class/Workshop Fees:	\$6,000	<input type="text"/>
<input type="checkbox"/> Publications:	\$0	<input type="text"/>
<input type="checkbox"/> Fundraising (Gross):	\$13,500	<input type="text"/>
<input type="checkbox"/> Other Earned Income:	\$17,000	<input type="text"/>
<b>Total Earned Income:</b>	<b>\$75,500</b>	<b>\$0</b>

**Unearned/Non-government Income:**

	Original Amt.	Actual Amt.
<input type="checkbox"/> Corporate Contributions:	\$25,000	<input type="text"/>
<input type="checkbox"/> Foundation Grants:	\$30,000	<input type="text"/>
<input type="checkbox"/> Individual Contributions:	\$10,000	<input type="text"/>
<input type="checkbox"/> Other Unearned Income:	\$0	<input type="text"/>
<b>Subtotal:</b>	<b>\$65,000</b>	<b>\$0</b>

**ORIGINAL AMT.**

The budget information displayed under "Original Amt" is from your organization's FY12 CDF Application/Renewal, and is the sum of your project costs. This column can be viewed on the Budget Overview of your original submission.

**HELP WITH THE ONLINE FORM**

We highly recommend you prepare your project budget figures before beginning this section. Please be aware that you can only save this section when all of the figures have been entered accurately.

**Note: The page will time out after twenty minutes and unsaved work will be lost.**

Do not leave any fields blank. If a category is not applicable, enter "0." Do not enter commas.

Subtotals, Totals, and Percentage Difference will calculate automatically, based on figures entered.

### PROJECT COSTS

The Project Title(s) and original Project Costs entered in your FY12 Application/Renewal will appear here. Begin by entering the actual cost of each project. If your Original and Actual Costs differ by 20% or more, you are required to submit a Scope of Service Request for Revision before proceeding with this Report. **We highly recommend you prepare your project budget figures before beginning this section. Please be aware that this section can only save once all of your figures have been entered accurately.**

### ADMISSIONS/BOX OFFICE

Income derived from admission to events, exhibitions, and performances.

### CONTRACTED SERVICES

Income derived from services provided by the organization (e.g., space rental, performance fees, or consultant fees). Specify the source(s) in Budget Notes.

### TUITION, CLASS/WORKSHOP FEES

Income derived from fees charged for classes, registration, workshops, and seminars.

### PUBLICATIONS

Income from the sale of publications and recordings.

### FUNDRAISING (GROSS)

Income derived from benefits and galas. Note: Use the gross (before expenses) income received.

### OTHER EARNED INCOME

All other sources of earned income (e.g., interest on bank accounts, concession sales, membership income). Specify by source and amount in Budget Notes.

### CORPORATE CONTRIBUTIONS

Cash support derived from contributions given by businesses, corporations, and corporate foundations, including funds from employee-matching gift programs and members' support from "friends" of the organization. Specify by source and amount in Budget Notes.

### FOUNDATION GRANTS

Cash support derived from private foundations. Specify by source and amount in Budget Notes.

### INDIVIDUAL CONTRIBUTIONS

Cash support derived from private individuals, including board member contributions.

### OTHER UNEARNED INCOME

All other sources of unearned income not listed in the categories above (e.g., endowment interest income, contributions from a foreign consulate). Specify by source and amount in Budget Notes.

Complete this section according to the definitions below. **Further information explaining these figures must be included in the Budget Notes section as indicated below.**

WHAT YOU WILL SEE		
Unearned/Government Income:		
	Original Amt.	Actual Amt.
? NEA:	\$15,000	<input type="text"/>
? NYSCA:	\$39,500	<input type="text"/>
? Other Federal/State:	\$0	<input type="text"/>
? DCA/Program Services:	\$35,000	\$24,600
? DCA/Other:	\$0	<input type="text"/>
? Other City:	\$0	<input type="text"/>
? Local Arts Councils:	\$0	<input type="text"/>
Subtotal:	\$89,500	\$24,600
Total Unearned Income:	\$154,500	\$24,600
<b>Total Income:</b>	<b>\$230,000</b>	<b>\$24,600</b>

NEA  
National Endowment for the Arts.

NYSCA  
New York State Council on the Arts.

### OTHER FEDERAL AND STATE

Funds derived from any other federal or state source (e.g., National Endowment for the Humanities, Institute of Museum and Library Services, Community Development Block Grants, Urban Development Action Grants, New York State Natural Heritage Trust, New York State Department of Education). Specify by source and amount in Budget Notes.

### DCA/PROGRAM SERVICES

This figure will be automatically populated based on the Total Final Award and includes discretionary funding from the City Council administered by DCA.

### DCA/OTHER

Funds derived from other DCA sources (e.g., CASA). Capital support should not be included in any budget category. Specify by source and amount in Budget Notes.

### OTHER CITY

Funds derived from any other City agency (e.g., Department of Education, Department for the Aging, Department of Youth and Community Development). Specify by source and amount in Budget Notes.

### LOCAL ARTS COUNCILS

Funds derived from arts councils (e.g., Brooklyn Arts Council, Queens Council on the Arts). Specify by source and amount and note the fund (e.g., NYSCA, JP Morgan Chase) in Budget Notes.

### SEMINAR NOTES

**ORIGINAL AMT.**

The budget information displayed under "Original Amt" is from your organization's FY12 CDF Application/Renewal, and is the sum of your project costs. This column can be viewed on the Budget Overview of your original submission.

**REMEMBER TO SAVE YOUR WORK FREQUENTLY**


**HELP WITH THE ONLINE FORM**

**Remember to save your work often while working on this page.** The page will time out after twenty minutes and unsaved work will be lost.

Do not leave any fields blank. If a category is not applicable, enter "0."

Subtotals and Totals will calculate automatically, based on figures entered.

Do not include commas when entering numbers.

Use the help button——for further definitions of each budget category.

Enter the actual expenses incurred and only include expenses related to the reported project(s). **Further information explaining these figures must be included in the Budget Notes section for categories listed below.**

WHAT YOU WILL SEE			
<b>Expenses:</b>			
Enter the actual expenses incurred, and only include expenses related to the reported project(s). Under "DCA Share," itemize the Total Final Award by budget category to indicate how the funds were spent.			
	Original Amt.	Actual Amt.	DCA Share
? Personnel - Administrative:	\$48,000	<input type="text"/>	<input type="text"/>
? Personnel - Artistic:	\$80,000	<input type="text"/>	<input type="text"/>
? Personnel - Technical/Production:	\$20,500	<input type="text"/>	<input type="text"/>
? Outside Professional Services:	\$8,500	<input type="text"/>	<input type="text"/>
? Space Rentals/Utilities:	\$38,250	<input type="text"/>	<input type="text"/>
? Equipment Rental/Supplies:	\$2,500	<input type="text"/>	<input type="text"/>
? Travel/Transportation:	\$750	<input type="text"/>	<input type="text"/>
? Advertising/Promotion/Marketing:	\$13,000	<input type="text"/>	<input type="text"/>
? Other Expenses:	\$18,500	<input type="text"/>	<input type="text"/>
<b>Total Expenses:</b>	<b>\$230,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Surplus/Deficit:</b>	<b>\$0</b>	<b>\$24,600</b>	

## PERSONNEL

Project expenses in these categories are for all employees (staff members for whom you make withholding deductions). Include gross salaries plus fringe benefits, such as health insurance, Social Security, pension fund payments, and payments to retirees.

*Administrative* - Executive and supervisory administrative staff, program directors, business managers, communications staff, development staff, clerical staff, ushers and other front-of-house and box office staff, librarians, maintenance and security staff, etc.

*Artistic* - Artistic directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc., who are on staff.

*Technical/Production* - Technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibition installation staff, conservators, etc.

### ORIGINAL AMT.

The budget information displayed under "Original Amt" is from your organization's FY12 CDF Application/Renewal, and is the sum of your project costs. This column can be viewed on the Budget Overview of your original submission.

**REMEMBER TO SAVE YOUR WORK FREQUENTLY**

## OUTSIDE PROFESSIONAL SERVICES

Payments to persons or firms on a fee-for-service basis, including actors, musicians, dancers, video artists, directors, designers, choreographers, curators, teaching artists, stipends for non-staff, public relations, fundraising, consultant fees, honoraria, outside security, etc. Itemize in Budget Notes. Please see Page 5 of these Instructions to review potential conflicts of interest with Outside Professional Services.

## SPACE RENTAL/UTILITIES

Payments for rental of office, rehearsal, theater hall, gallery, and other such spaces, as well as utilities, such as electricity, water, gas, etc.


### HELP WITH THE ONLINE FORM

**Remember to save your work often while working on this page.** The page will time out and unsaved work will be lost after twenty minutes.

Do not leave any fields blank. If a category is not applicable, enter "0."

Subtotals and Totals will calculate automatically, based on figures entered.

Do not include commas when entering numbers.

Use the help button——for further definitions of each budget category.

## SEMINAR NOTES

This section asks you to specify the expenses for your FY12 Funded Projects. Please include only expenses incurred July 1, 2011 to June 30, 2012. **Further information explaining these figures must be included in the Budget Notes section for categories listed below.**

WHAT YOU WILL SEE			
<b>Expenses:</b>			
Enter the actual expenses incurred, and only include expenses related to the reported project(s). Under "DCA Share," itemize the Total Final Award by budget category to indicate how the funds were spent.			
	Original Amt.	Actual Amt.	DCA Share
? Personnel - Administrative:	\$48,000	<input type="text"/>	<input type="text"/>
? Personnel - Artistic:	\$80,000	<input type="text"/>	<input type="text"/>
? Personnel - Technical/Production:	\$20,500	<input type="text"/>	<input type="text"/>
? Outside Professional Services:	\$8,500	<input type="text"/>	<input type="text"/>
? Space Rentals/Utilities:	\$38,250	<input type="text"/>	<input type="text"/>
? Equipment Rental/Supplies:	\$2,500	<input type="text"/>	<input type="text"/>
? Travel/Transportation:	\$750	<input type="text"/>	<input type="text"/>
? Advertising/Promotion/Marketing:	\$13,000	<input type="text"/>	<input type="text"/>
? Other Expenses:	\$18,500	<input type="text"/>	<input type="text"/>
<b>Total Expenses:</b>	<b>\$230,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Surplus/Deficit:</b>	<b>\$0</b>	<b>\$24,600</b>	

### EQUIPMENT RENTAL/SUPPLIES

Include rental charges for equipment on a per-use basis (e.g., lighting, sound), and equipment and supplies costing less than \$500 with an estimated useful life of less than two years, which are considered consumables required for daily operations (e.g., paper, photocopying, soap, toe shoes, pencils, paintbrushes).

### TRAVEL/TRANSPORTATION

Costs directly related to travel and lodging for artists or shipping of artwork or equipment.

### ADVERTISING/PROMOTION/MARKETING

All costs for advertising, marketing, publicity, and/or promotion. Include costs of newspaper, radio, and television advertising; printing and mailing of brochures, flyers, and posters; and space rental when directly connected to promotion, publicity, or advertising (for fundraising expenses, see "Other Expenses"). Do not include payment to individuals or firms that belong under "Personnel" or "Outside Professional Services."

**ORIGINAL AMT.**  
The budget information displayed under "Original Amt" is from your organization's FY12 CDF Application/Renewal, and is the sum of your project costs. This column can be viewed on the Budget Overview of your original submission.

### OTHER EXPENSES

All expenses not entered in other categories. Include fundraising expenses, scripts and scores, lumber and nails, storage, postage, telephone, interest charges, photographic supplies, publication purchases, sets and props, insurance fees, etc. Itemize in Budget Notes.

### TOTAL EXPENSES

The Total Expenses for the Actual Amount column **MUST** equal the Actual Cost indicated at the beginning of this section. Also, the DCA Share of Total Expenses **MUST** equal your FY12 Total Final Award (see Page 4 for Organization Details).


**HELP WITH THE ONLINE FORM**

**Remember to save your work often while working on this page.** The page will time out and unsaved work will be lost after twenty minutes.

Do not leave any fields blank. If a category is not applicable, enter "0."

Subtotals and Totals will calculate automatically, based on figures entered.

Do not include commas when entering numbers.

Use the help button——for further definitions of each budget category.

### SURPLUS/(DEFICIT)

This figure is automatically calculated.

### DCA SHARE

In the "DCA Share" column, indicate the distribution of your FY12 Total Final Award across project expenses. Remember that while applicants request funds for and are evaluated on their public services, funds received from DCA can be used to cover any costs included in the project budget other than capital expenditures or government advocacy efforts.

### SEMINAR NOTES

These Notes are an important component of your budget; complete this section thoroughly and address each budget line listed below.

### WHAT YOU WILL SEE

**Budget Notes:**

Other Sources of Income and Expenses:

Unearned Income Sources and Amounts:

In-kind Support for FY11:

Specify the sources for the amount shown as In-kind Support:

**PRINT PREVIEW** **SAVE** **CANCEL** **←** **→**

## OTHER SOURCES OF INCOME AND EXPENSES

**If you entered figures in any of the following budget lines, you must provide details here for each entry:** 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.

## UNEARNED INCOME SOURCES AND AMOUNTS

**If you entered figures in any of the following budget lines, you must provide details here for each entry:** Corporate Contributions, Foundation Grants, and Individual Contributions.

## IN-KIND SUPPORT

While in-kind support should not be included in your project budget figures, we do want to know about significant in-kind support directed toward your funded project(s). Indicate the total fair market value of goods and services provided in-kind in FY12, including donations from DCA's Materials for the Arts Program. Specify by source and amount.

### CHARACTER LENGTH

**800** characters, including spaces and returns, for Other Sources of Income and Expenses, Unearned Income Sources and Amounts, and In-Kind Support.

## SEMINAR NOTES

### HELP WITH THE ONLINE FORM

Do not leave any sections blank.

You must review the online portion of the Report for accuracy and completeness before submitting.

### WHAT YOU WILL SEE

[PRINT PREVIEW](#)

Applicant's Name:	<input type="text"/>
AKA:	<input type="text"/>
Organization ID (EIN):	<input type="text"/>
Final Report ID:	FY11-FR- <input type="text"/>
Final Report Status:	Initial Draft

#### Draft Preview & Submit

Review every section of the Final Report thoroughly for accuracy and completeness before submission. **Any required missing fields are identified with "Required" in red below.** You may click on the section names within the index to jump to different sections of the Final Report. The "Print Preview" button opens a printer-friendly version of this report. The Final Report must be certified before submission.

*Labels in Blue Italics = Original Information Entered (CDF Application)*

**Index:**  
**Organization Details**  
[Final Report Contact Information](#) | [Fiscal 2011 Award Information](#) | [General Information](#)

**Projects**  
[Projects](#) | [Matinee Series](#) | [Theater Programming](#)

**Project Budget**  
[Projects](#) | [Earned Income](#) | [Unearned Non-government Income](#)  
[Unearned Government Income](#) | [Expenses](#) | [Budget Notes](#)

**Certification**  
[Agreement/Submit](#)

### PRINT PREVIEW

This button opens a printer-friendly version of all Report information, and will indicate any missing fields in red. To save a copy of your Report's print version, you must save the print preview as an HTML document or print to a PDF.

### FINAL REPORT DISPLAY

The Applicant's Name, AKA, Organization ID, Final Report ID and Final Report Status are read-only. See Page 2 of these Instructions to review definitions of Final Report Statuses.

### INDEX

Scroll down the Index to review every field of the Report prior to submission. Missing fields are indicated in red. You can click on the section names to jump to different sections of the online form.

**Be sure to review all information carefully.**

### SEMINAR NOTES

### HELP WITH THE ONLINE FORM

This section displays answers entered from all Report sections. To edit or change a field, use the sidebar on the left side of the screen to jump to that section.

## CERTIFICATION

This section requires that you certify that the information entered in this Report is correct.

### WHAT YOU WILL SEE

#### Certification

**Agreement:**

By checking the box below, you certify that: you are an authorized signatory of the funded organization with the authority to obligate it and with knowledge of the information contained herein; the Cultural Development Fund Award was spent as detailed in the Grant Agreement, Scope Revision, and/or Addendum, as applicable; the information presented within or as a supplement to this form is accurate and free of misrepresentations and material omissions; the funded organization releases the Department of Cultural Affairs of the City of New York, its employees, and agents with respect to damages to property or other claims in connection with the materials submitted herewith.

I certify that the information entered in this report is correct and complete to the best of my knowledge.  Yes, I so certify.

[CANCEL](#) [SUBMIT DRAFT](#)

### AGREEMENT

Select "Yes" to certify that the Total Final Award was spent as detailed in your Grant Agreement, Scope Change Form and/or Addendum and that this Report accurately represents your projects as they were completed in FY12.

### SUBMIT

The SUBMIT button will activate only after every field in the online form has been completed. Be sure to review all of your information carefully prior to submission, and use the Print Preview or Index to check for missing information.

This confirmation page will appear once you have successfully submitted your Draft. Your Program Specialist's approval is required in order to finalize your FY12 Final Report and receive your final payment, if one is due.

### WHAT YOU WILL SEE

Final Report ID: **FY11-FR-005138**

### Final Report Successfully Submitted

Thank you for submitting the Approved Final Report to the Department of Cultural Affairs. We have received this report and, for organizations due payment, have begun to process the amount due to the organization.

The Final Report will not be approved until the Department of Cultural Affairs has received background material supporting the reported projects. Below is the list of materials indicated in the Final Report to be sent as part of the supplemental package.

- Press
- Flyer Program
- Publication(s)
- Images
- Educational Material
- Other: CDs and DVDs

One copy of each support document will suffice. Supplemental materials must be hand delivered or mailed to:

NYC Department of Cultural Affairs  
ATTN: Final Report Materials  
31 Chambers Street, 2nd FL  
New York, NY 10007

[RETURN TO HOME](#)

### HELP WITH THE ONLINE FORM

Return to Home will bring you back to the page from which you can access your FY12 Final Report and any previous applications or renewals.

**YOUR FINAL PAYMENT WILL NOT BE PROCESSED UNTIL AFTER:**

- 1. YOUR DRAFT IS APPROVED**
- 2. YOU SUBMIT THE APPROVED DRAFT FOR FINAL SUBMISSION**

**IF YOU HAVE QUESTIONS ABOUT YOUR FINAL REPORT PLEASE CALL YOUR PROGRAM SPECIALIST**

**OR THE HELP DESK AT (212) 513-9381**

### CONFIRMATION EMAIL

You will receive an email confirming that your Final Report Draft has been successfully submitted.

### SUPPLEMENTAL MATERIALS

The Final Report cannot be approved until the Program Specialist has reviewed your Supplemental Materials as indicated in the Project Summary. **Materials must be postmarked no later than August 1, 2012 or hand-delivered by 6pm on that date to:**

NYC Department of Cultural Affairs  
ATTN: Final Report Materials  
31 Chambers Street, 2nd Floor  
New York, NY 10007

### FINALIZING YOUR REPORT

After your Program Specialist has received your Supplemental Materials and has reviewed your report, s/he will email the Final Report Contact regarding next steps:

***If your Draft is APPROVED*** - Your Program Specialist will email you of the approval, and direct you to log in to your Cultural Affairs Account and click the status link to the Final Report. Simply click on "Preview/Submit" of the sidebar, re-certify and re-submit the Report. You will receive an email confirming that your Final Report has been successfully submitted.

***If your draft REQUIRES REVISIONS*** - Your Program Specialist will email you regarding the details within the Final Report you will need to revise. Your Final Report Status will become "Revisions Requested," which will allow you to make edits once you log in. Make the requested adjustments and then click on "Preview/Submit" in the sidebar, re-certify and re-submit your report. Once your report is approved you will need to submit a Final Draft per the instructions above.

### SEMINAR NOTES