



# CULTURAL DEVELOPMENT FUND FISCAL 2013 RENEWAL INSTRUCTIONS

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**TO:** FY12 Cultural Development Fund Renewing Organizations  
**FROM:** NYC Department of Cultural Affairs  
**DATE:** May 7, 2012

**DEADLINE: MONDAY, JUNE 11, 2012**

The Department of Cultural Affairs is pleased to announce the launch of the Cultural Development Fund Renewal for Fiscal 2013; this process will allow organizations who have received a multiyear award from the CDF to renew their funding for Fiscal 2013. This year's submission deadline is **Monday, June 11, 2012**. The CDF Renewal can be accessed online at [www.nyc.gov/culture](http://www.nyc.gov/culture). All organizations seeking renewed DCA support for Fiscal 2013—including those that wish to be eligible for Member Item funding (including CASA or Capital designations) through DCA in Fiscal 2013—must submit both an online CDF Renewal form and Supplemental Materials by the June 11th deadline to be considered eligible for funding.

## ELIGIBILITY

Be sure to first read the [Guidelines](#) to confirm that your organization meets the eligibility and programmatic requirements for DCA funding. If you determine you are eligible, be sure to review both the Guidelines and Instructions thoroughly and carefully. Both documents contain essential information for any organization hoping to complete the renewal process successfully; both should be referenced throughout the renewal period.

## INSTRUCTIONS

The Instructions, together with the [Guidelines](#), provide essential information that will help you submit an eligible Renewal. The Instructions include images of the online form and specific technical instructions for each section.

## REGISTRATION: Accessing the Fiscal 2013 CDF Renewal

In September 2010, the Department of Cultural Affairs revised the way cultural organizations log in to the Cultural Development Fund online system. All users, including organizations previously enrolled, must be registered to access previous submissions and to submit Renewals or Applications in upcoming funding cycles, including Fiscal 2013. If you are not a registered user, [register now](#).

## SUBMISSION: Completing the Fiscal 2013 CDF Renewal

The CDF Renewal consists of two parts: an online form and Supplemental Materials. The Renewal form, which is the online portion, must be submitted via DCA's website no later than **midnight on Monday, June 11, 2012**. Supplemental Materials, which include additional documents, must be postmarked by the U.S. Postal Service no later than **June 11, 2012**, or hand-delivered to DCA's office no later than 6:00 pm on that date. In order for a Renewal to be accepted, both parts of the Renewal must meet this deadline.

### Online Form

Some fields will be pre-populated based on answers you entered last year; such fields include the Mission Statement, portions of the Organizational Profile, and Actual (FY11) and Current (FY12) Operating Budgets. Make sure to update all pre-populated fields.

### Supplemental Materials

In addition to the online form, all applicants must also provide the required Supplemental Materials to be considered eligible for renewal. The [Renewal Checklist](#) is the final page of these Instructions and serves as the cover page for your Supplemental Materials. All Supplemental Materials must be labeled with the organization's legal name; DCA has templates online for the required Funding Plan and full Board list, as well as the Organizational Budget for organizations whose primary mission is not cultural. Consult page 28 of these Instructions to determine your required Supplemental Materials. DCA cannot accept Supplemental Materials by fax or email.

### Cultural Data Project

Supplemental Materials must include a DCA CDF Funder Report generated from the completed Cultural Data Project data profile for the organization's Fiscal 2010. For more information about the Cultural Data Project, visit [www.nysculturaldata.org](http://www.nysculturaldata.org) or call 888-697-2371.

## TECHNICAL ASSISTANCE

DCA Programs staff will be available to help you throughout the renewal period. Once you have reviewed all Fiscal 2013 Renewal materials, your Program Specialist will be available to respond to your questions. We look forward to working closely with you and your colleagues on the renewal process and throughout the coming year.

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Each page heading throughout these Instructions will correspond to a section of the online form, and on each page you will find three 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:

**WHAT YOU WILL SEE**

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

**CHARACTER LENGTH / PRE-POPULATION**

Here you will learn how many characters you can enter for each narrative field over 100 characters, as well as whether that section/field has been pre-populated with information from your Fiscal 2012 CDF Application or Renewal.

**HELP WITH THE ONLINE FORM**

Here you will learn how to navigate the online form, start new projects and add entries to your Staff, Board and Previous Activities lists. Also check here for tips on saving your work, formatting text and entering numbers.

**CHARACTER LENGTH / PRE-POPULATION**

*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."  
 Subtotals and Totals will calculate automatically based on figures entered.

## STARTING A NEW RENEWAL

**WHAT YOU WILL SEE**

**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
2012	<a href="#">Start Application</a>		
2011	<a href="#">Complete (HTML)</a>		<a href="#">Budget Overview</a>
2010	<a href="#">Awarded (HTML)</a>		<a href="#">Budget Overview</a>

**ACCOUNT PROFILE**

Before you begin your renewal you must review and update the contact information in your Account Profile; the email addresses there will receive important Renewal correspondence. Click the yellow "Account Profile" button to review and update your organization's information.

**CREATING YOUR RENEWAL**

You must be registered to log in. Once you log in, you will have access to past Applications, your Account Profile, and the current Renewal. Click **START APPLICATION** to get started with your FY13 Renewal. Or, if you have already begun working on the Renewal, click **2013**, which will take you to your saved draft. You can create and work on only one Renewal per fiscal year, but will have access to any Application or Renewal previously submitted online (to view previous submissions, click on the fiscal year for which it was submitted).

The online form has a number of useful tools that will help you navigate the Renewal, including the sidebar, the arrow keys, and the save and cancel buttons.

SIDEBAR

**Organization Information:**

- Organization Profile
- Mission & Outreach
- Facilities & Venues
- Attendance/Education
- 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

SAVE, CANCEL & ARROWS

SAVE
CANCEL
←
→

PRINT PREVIEW

PRINT PREVIEW

## 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 Renewal.
- Users will automatically be logged out of the system after twenty minutes of inactivity.** To keep the form active, you must SAVE the Renewal using any of the methods listed below. A pop-up message will alert you five minutes before the session automatically expires. New 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 of the form while saving your work (you do not need to complete each section sequentially). Once a section is complete, a checkmark will appear in the box next to that section. Use the sidebar to monitor your progress: you cannot submit the Renewal until every box is checked, indicating that each section is complete.

## SAVE, CANCEL AND ARROW BUTTONS

- There are yellow buttons at the bottom of each page. The SAVE button will save your Renewal. 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.

## PRINT PREVIEW

For your convenience, the PRINT PREVIEW button is on every page throughout the Renewal. Use this to open a new window where you can preview your full Renewal, 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.

Once you click NEW APPLICATION you will see your Organization Profile. In this section, DCA collects basic information needed on the organization.

WHAT YOU WILL SEE

### 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 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 2011. You may edit the pre-populated fields.

**Attention:** Before you fill out any other part of this Renewal, enter your organization's FY09 Operating Income. Based on this figure, the application will be designated for review by either a borough-specific panel for annual funding or a discipline-specific panel for multi-year funding. The figure entered below must be accurate and should match information from your FY09 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 FY09 Operating Income should reflect the organization's cultural budget only. If you submitted an online CDF Renewal in Fiscal 2011, this field will be pre-populated with your FY08 Operating Income. You MUST update this to reflect your FY09 Operating Income.

**Executive Director Information:**

**Organization Address:**

**Mailing Address:**

Same as Organization Address?  Yes  No

**Organization Contact Information:**

**FY10 OPERATING INCOME and EXPENSES**  
 Enter figures as requested. This information should match figures reported in your FY10 IRS 990 and should not include in-kind or capital support.

Remember:

- If you are a Social/Multi-Service, Religious or Educational Organization, you must provide **only** the FY10 **cultural** income in the FY10 Operating Income field (in this case, it may not match the 990 filing). Consult page 2 of the Guidelines for more information.

#### EXECUTIVE DIRECTOR INFORMATION

Complete the contact information for the Executive Director or Chief Executive Officer as requested.

#### ORGANIZATION and MAILING ADDRESS

Indicate the organization's primary administrative address. Select from the dropdown menu the Borough, Community Board, Council District, and Neighborhood that correspond to that address; visit [www.nyc.gov](http://www.nyc.gov) or call 311, the City's information number, to confirm this information.

If the mailing address differs from the organization address, complete this section; otherwise, select "Yes" and move on to Organization Contact Information.

#### ORGANIZATION CONTACT INFORMATION

In addition to the organization's main phone number, provide an alternate phone number (cell or home) where DCA may reach you **during non-working hours** in case of emergency. Provide a fax number and website for the organization.

CHARACTER LENGTH / PRE-POPULATION

With the exception of **FY10 Operating Income** and **FY10 Total Expenses**, this section will be pre-populated based on information submitted in your FY12 Application/Renewal. **Be sure to review and update pre-populated data accordingly.**

HELP WITH THE ONLINE FORM

Do not enter commas in numeric fields, such as Operating Income and Expenses.  
 Use the help button - - for further definitions and resources.

WHAT YOU WILL SEE

General Information:

? Organizational Code:    
 Other:    
 ? FY10 Organization Income:    
 Incorporation Year:  (YYYY)   
 ? Using Conduit?  Yes  No   
 ? Conduit's Legal Name:

CHARACTER LENGTH / PRE-POPULATION


This section will be pre-populated with information submitted in your FY12 Application/Renewal.

**Be sure to review the pre-populated data and update information accordingly.**

**FOR SOCIAL/MULTI-SERVICE, RELIGIOUS OR EDUCATIONAL ORGANIZATIONS, ENTER THE APPROPRIATE CULTURAL OR ORGANIZATIONAL FIGURES REQUESTED**

HELP WITH THE ONLINE FORM

This section contains "dynamic fields," which will remain grey if an answer is not required. Such fields activate based on your answers to certain questions, and therefore become required.

Use the help button -  - for further definitions and resources.

Yes/No fields default to "No."

GENERAL INFORMATION

**Organizational Code**

Select from the dropdown menu one organizational code from the following categories that best describes your organization:

*Arts Services* - Organizations whose primary mission is to provide service to the cultural field rather than produce or present.

*Botanical* - Organizations whose primary focus is the study of plants and botany.

*Educational Institution* - Organizations dedicated primarily to providing education or an organization closely affiliated (either housed in or sponsored by) a school, college, or university.

*Gallery* - An exhibition space with rotating exhibitions and programs rather than a permanent collection/program.

*Historical Society* - Organizations primarily dedicated to the preservation and sharing of the history of a given area or subject.

*Library* - Organizations whose primary mission is to contain and share books, periodicals, and other materials for reading.

*Museum* - Organizations primarily devoted to the acquisition, conservation, study, exhibition, and educational interpretation of objects having scientific, historical, or artistic value.

*Performing* - Organizations primarily dedicated to the production and presentation of the performing arts.

*Presenter* - Organizations offering presentation space or support as their primary service.

*Religious* - Organizations whose primary mission and/or constituency is faith-based.

*Social/Multi-Service* - Organizations whose primary mission is not based in arts and culture.

*Other* - All other organizations. Be sure to give a brief description in the "Other" field.

**FY10 Organization Income**

This field appears only if the Organizational Code you selected is either Social/Multi-Service, Religious, or Educational Organization. Organizations selecting these codes will have entered *only* the cultural budget in the FY10 Operating Income and Total Expenses fields; here, enter the organization's *entire* operating income.

**Incorporation Year**

Enter the year your organization was incorporated. This information should correspond to the year on the IRS letter of incorporation.

**Conduit Information**

If the Renewal is being submitted through a fiscal conduit, check "Yes" and provide the legal name of the conduit. Be sure to contact the fiscal conduit about any additional requirements in preparing this Renewal.

In this section please describe the mission, history, and principal activities of your organization, as well as your outreach to the public.

WHAT YOU WILL SEE

### Mission & Outreach

Please provide responses in the space provided. If you completed an online CDF Proposal for Fiscal 2011, 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): [?](#)

## MISSION STATEMENT

Enter your organization's mission and include the detail requested below. This section will be pre-populated based on your FY12 Application/Renewal, so review and update. Be sure to include the following:

- *mission statement*, including specific goals and objectives;
- *characteristics of targeted community*, if any;
- *history and key developments*, including recent accomplishments and upcoming milestones; and
- *principal activities and programs*, including those that may take place outside of the five boroughs and which cannot be described elsewhere in the Renewal.

## OUTREACH/MARKETING STATEMENT

Describe outreach and marketing efforts as these relate to the focus of the proposed project(s). Provide detailed information on who you define as your public, and how you plan to reach them. Be sure to include the following in your response for *each* project:

- the characteristics of the targeted audience and/or participants;
- plans for outreach efforts;
- types of marketing tools (e.g., print media, e-mail blasts, ticket subsidies); and
- method of notification to potential participants.

CHARACTER LENGTH / PRE-POPULATION

**2,000** characters, including spaces and returns, for both fields.

The Mission Statement will be pre-populated based on information submitted in your FY12 Application/Renewal. **Be sure to review the pre-populated data and update information accordingly.**

**A HIGH LEVEL OF DETAIL IS REQUIRED**

HELP WITH THE ONLINE FORM

*Do not just copy and paste.* Presentation is important, so be sure the text is presentable and within the constraints of the online system. Use proper spacing and carriage returns, which only count as a single character.

*Some formatting tools are not accepted.* You cannot underline, or use bold or italic type. Format the text so it is clear, and use the space provided.

*Use Print Preview.* You will be able to get a sense of how the text will look to the panel on the Print Preview page.

So we may better serve the needs of the field and advocate on its behalf, please provide information regarding facilities and venues for your organization as requested.

**WHAT YOU WILL SEE**

### 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)

Primary Physical Facility: - Select -

If shared, with whom:

% of annual budget spent on space:

**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):

**Relocations/Expansions/Renovations:**

Please explain any relocations, expansions, renovations or major improvements recently completed or planned for the coming year(s) (500 character limit):

## FACILITY INFORMATION

Please complete as directed.

### Hours open to the public

Describe when your facilities are open to the public. If your organization does not have a facility open to the public, enter "N/A."

### Primary Physical Facility

Select the appropriate description of your primary office space, which could be your home, a rented space, or a donated space. Later in this section you will be asked to provide any additional locations your organization may use (e.g., performance, exhibition, or workshop space).

### % of annual budget spent on space

Enter the percent of current expenses spent on space. Social/Multi-Service, Religious, and Educational Organizations whose primary mission is not cultural should indicate the percent of the current *organizational* expenses spent on *cultural* space.

## PRIMARY LOCATIONS/VENUES

List the primary location(s) and venue(s) where your programming takes place (e.g., theaters, schools, performing art centers). Remember to include the capacity of the space(s). If you need to enter multiple locations, please put them in priority order.

## RELOCATIONS/EXPANSIONS/RENOVATIONS

Please complete as directed.

**CHARACTER LENGTH / PRE-POPULATION**

**600** characters, including spaces and returns, for Hours open to the public.

**500** characters, including spaces and returns, for Primary Locations/Venues and Relocations/Expansions/Renovations.

This section will not be pre-populated.

**HELP WITH THE ONLINE FORM**

As with every section, all fields must be answered in order for this section to be considered "complete;" be sure to enter "N/A" if a question does not apply to your organization.

The questions immediately following "Primary Physical Facility" are dynamic, meaning they will change depending on how you answer that question. For example, if you say that you own your facility, you will see questions about when it was purchased or if it is shared space.

Provide information about your audience and any educational programs that you administer.

### WHAT YOU WILL SEE

#### 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:	<input type="text" value="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" 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 (%):	<input type="text" value="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)?

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

Does your organization provide educational services?  Yes  No

Does your organization provide direct service to public school students?  Yes  No

Does your organization provide arts in education professional development?  Yes  No

### FY11 ATTENDANCE

In the applicable categories, please provide total actual attendance figures for cultural activities that took place within the five boroughs during your organization's Fiscal 2011. Include in these figures attendance at all cultural activities, not just those for which you requested CDF support. Figures entered will total automatically.

*Web-based Programming* - This field refers to activities that use the internet as the primary component of the service provided, such as an interactive artist registry or online video gallery.

### ETHNICITY

This section is optional. DCA aggregates and uses this information for research purposes only.

### INDIVIDUALS WITH DISABILITIES

Please complete as requested.

### EDUCATIONAL PROGRAMS

This section applies only to organizations that provide educational programs to benefit children in grades Pre-K through 12.

If your organization provides Pre K-12 educational services, select "Yes" for the first question, regardless of whether CDF support is being requested for those programs, and answer the subsequent questions in this section.

### CHARACTER LENGTH / PRE-POPULATION

**100** characters, including spaces and returns, for Individuals with Disabilities. Note: the box is larger than the text allows.

This section will not be pre-populated.

### HELP WITH THE ONLINE FORM

Do not enter commas in numeric fields, such as attendance figures.

Yes/No fields default to "No."

The Previous Activities section illustrates the kind of work your organization does; it provides a record of relevant past service. Be sure to include activities that may be related to the projects for which you are requesting support and only include *cultural* activities that took place within the five boroughs of New York City.

### WHAT YOU WILL SEE

#### 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., 03/01/2009, 04/01/2009)

Location:

# of People Served:

### ACTIVITY DESCRIPTION

Enter up to eight of your organization's activities that have taken place between July 1, 2010 and now. Group together events that are related or which occur within the same season and/or fiscal year as one activity (e.g., a theater's mainstage productions, a film company's season of screenings, or a teaching artist residency's semester of workshops). Be concise in the description, but be sure to include relevant information such as the title and content of the program, number of events, frequency, etc. You may also set the priority of each activity to arrange them in your preferred order.

### DATE(S)

Enter the exact date—or range of dates—for each activity noted. Remember: the activities must have taken place between July 1, 2010 and now.

### LOCATION

Enter the location where the activity took place. Be as specific as possible (i.e., venue, capacity, borough).

### # OF PEOPLE SERVED

Enter the actual number of people served by the activity.

### CHARACTER LENGTH / PRE-POPULATION

**250** characters, including spaces and returns, per Activity Description.

This section will not be pre-populated.

### HELP WITH THE ONLINE FORM

You may enter up to 8 Activities. However, this section will be marked "complete" when only one Activity is added to the Activities List.

Once you enter the description, date, location and # served, click the SAVE ACTIVITY button to add that entry to the Activities List.

Once you save an Activity, you cannot edit it; you will need to delete it then enter the information again.

In addition to the SAVE ACTIVITY button, you must also click the yellow SAVE button to save the entire list.

CAUTION: CLEAR FIELDS will erase the entry.

Please supply information regarding your organization's employees and volunteers.

## WHAT YOU WILL SEE

### 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:

Total Number of Staff:   
 Total Number Paid:   
 Total Number Full-time:

#### Volunteer Program:

If you have a volunteer program, please describe (800 character limit):

#### 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.			

First Name:   
 Last Name:   
 Title of Staff Member:  
 Full Time or Part Time?  - Select -  
 Salary Code:  - Select -

### GENERAL STAFFING INFORMATION

Enter the numbers of total, paid and full-time staff. Note: employees are considered full-time if they are permanent staff working 35 hours a week or more (whether paid or not).

### VOLUNTEER PROGRAM

Enter information on formal volunteer programs only. This may include internship programs but should not include occasional volunteers.

### PRINCIPAL ADMINISTRATIVE/ARTISTIC STAFF

Use the list function to provide information on the organization's principal administrative and artistic staff. Be sure to enter the Executive Director, Artistic Director, and Primary User on this list, even if s/he is a registered user in your Account Profile.

Enter up to ten staff members individually; use the dropdown menus to indicate whether the staff member is full- or part-time and the person's salary range. Salary ranges are as follows:

- A - Unpaid
- B - \$1 – 10,000
- C - \$10,001 – 25,000
- D - \$25,001 – 50,000
- E - \$50,001 – 100,000
- F - \$100,001 – 200,000
- G - \$200,001+

## CHARACTER LENGTH / PRE-POPULATION

800 characters, including spaces and returns, for Volunteer Program.

This section will not be pre-populated.

## HELP WITH THE ONLINE FORM

You may enter up to 10 Staff Members. However, this section will be marked "complete" when only one Staff Member is added to the Staff List.

Once you enter a First Name, Last Name, Title, F/T or P/T, and Salary Code, click the SAVE STAFF MEMBER button to add that entry to the Staff List. Note: staff members may not appear in the order you entered them.

Once you save an entry, you cannot edit it; you will need to delete it then enter the information again.

In addition to the SAVE STAFF MEMBER button, you must also click the yellow SAVE button to save the entire list.

CAUTION: CLEAR FIELDS will erase the entry.

Please supply information regarding your organization's Board of Directors or Trustees.

**WHAT YOU WILL SEE**

### 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:

Do members have term limits?  Yes  No

How often does the board meet?

Other:

Does your board have an active committee structure?  Yes  No

Does your board have an audit/finance committee?  Yes  No

Level of board giving (% of current Operating Income):

Expected level of give or get (\$):

**Board Members/Trustees:**

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

First Name:

Last Name:

Board Member Title:

Profession/Affiliation:

Appointment Year:  (YYYY)

## GENERAL BOARD INFORMATION

Enter information about your board and their regular meetings, and note the following:

- An "active committee structure" means you have sub-committees that meet independent of full board meetings.
- "Level of board giving" indicates the percentage of your operating budget that comes directly from the Board.
- "Expected level of give or get" is the amount each board member is expected to give or get for the organization annually. If there is no policy, enter zero.

## BOARD MEMBERS/TRUSTEES

Use the list function to provide information on the organization's board members, including his/her name, title on the board, profession or affiliation, and the year s/he was appointed. You may only enter up to six members, so add primary officers first. Be sure to include your Board Chair and use the title "Board Chair;" for non-officers, use the title "Board Member."

Note: you will be asked to provide a full board list as part of the Supplemental Materials.

## CHARACTER LENGTH / PRE-POPULATION

This section will not be pre-populated.

Yes/No fields default to "No."

## HELP WITH THE ONLINE FORM

You may enter up to 6 Board Members. However, this section will be marked "complete" when only one Board Member is added to the Board List.

Once you enter a First Name, Last Name, Board Title, Profession/Affiliation, and Year Appointed, click the SAVE BOARD MEMBER button to add that entry to the Board List. Note: Board members may not appear in the order you entered them.

Once you save an entry, you cannot edit it; you will need to delete it then enter the information again.

In addition to the SAVE BOARD MEMBER button, you must also click the yellow SAVE button to save the entire list.

**CAUTION:** CLEAR FIELDS will erase the entry.

The Renewal has two budget sections: one for the organization's operating budget, and another for project budget(s). You will be able to see both budgets together at any time using the Budget Overview feature.

## WHAT YOU WILL SEE

### 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 2011, the fields in this section will be pre-populated with the previous Application's information. For most applications, these figures were projected at the time of submission and must be updated. If you have designated Social and/or Multi-Service, Educational, or Religious as your Organizational Code, these figures should reflect the organization's cultural budget only. 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)

## OPERATING BUDGET

This section requires your organization's annual operating figures by category for your FY11 (completed year), your FY12 (current year), and your FY13 (projected year). Do not include in-kind expenses or capital dollars in any of these figures.

Note: If you are a Social/Multi-Service, Religious, or Educational Organization, be sure to complete this section based only on the *cultural* component of your annual overall budget. You will be asked to submit a full operating budget for the organization as part of the Supplemental Materials (see the [Organizational Budget template](#)).

## FISCAL YEARS

Indicate the month and year your organization's fiscal year begins. These dates reflect your organization's fiscal year, which may differ from DCA's fiscal year, and should match your 990 and financial statements.

## CHARACTER LENGTH / PRE-POPULATION

Your Actual (FY11) and Current (FY12) organizational budgets will be pre-populated with the projected budgets submitted in your FY12 Application/Renewal.

**Be sure to review the pre-populated data and update all numbers with actual figures before submitting.**

**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.

The Budget Overview Page is a helpful means of reviewing your project and operating budgets together. Use this feature to ensure that your actual and projected figures accurately reflect your organization's activities and financial condition.

**WHAT YOU WILL SEE**

**Budget Information** FY10 Operating Income:  
FY10 Total Expenses:

The following information provides a budget history and projection for your organization. Please ensure that all actual and projected amounts for all budget categories are correct.

	Annual Operating Budgets:			Project Budgets:	
	FY11 (Actual)	FY12 (Current)	FY13 (Projected)	TOTAL (all projects)	Project Title
<b>Earned Income</b>					
Admissions/Box Office	\$0	\$0	\$0	\$0	\$0
Contracted Services	\$0	\$0	\$0	\$0	\$0
Tuition, Class/Workshop Fees	\$0	\$0	\$0	\$0	\$0
Publications	\$0	\$0	\$0	\$0	\$0
Fundraising (Gross)	\$0	\$0	\$0	\$0	\$0
Other Earned Income	\$0	\$0	\$0	\$0	\$0
<b>Total Earned Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Unearned Income</b>					
<b>Non Government</b>					
Corporate Contributions	\$0	\$0	\$0	\$0	\$0
Foundation Grants	\$0	\$0	\$0	\$0	\$0
Individual Contributions	\$0	\$0	\$0	\$0	\$0
Other Unearned Income	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Government</b>					
NBA	\$0	\$0	\$0	\$0	\$0
NYSICA	\$0	\$0	\$0	\$0	\$0
Other Fed/State	\$0	\$0	\$0	\$0	\$0
Department of Cultural Affairs/Program Services	\$0	\$0	\$0	\$0	\$0
Department of Cultural Affairs/Other	\$0	\$0	\$0	\$0	\$0
Other City	\$0	\$0	\$0	\$0	\$0
Local Arts Councils	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Unearned Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	Annual Operating Budgets:			Project Budgets:	
	FY11 (Actual)	FY12 (Current)	FY13 (Projected)	TOTAL (all projects)	Project Title
<b>Expenses</b>					
Personnel - Administrative	\$0	\$0	\$0	\$0	\$0
Personnel - Artistic	\$0	\$0	\$0	\$0	\$0
Personnel - Technical/Production	\$0	\$0	\$0	\$0	\$0
Outside Prof. Services	\$0	\$0	\$0	\$0	\$0
Space Rentals/Utilities	\$0	\$0	\$0	\$0	\$0
Equipment Rentals/Supplies	\$0	\$0	\$0	\$0	\$0
Travel/Transportation	\$0	\$0	\$0	\$0	\$0
Advertising/Promotion/Marketing	\$0	\$0	\$0	\$0	\$0
Other Expenses	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## BUDGET OVERVIEW PAGE

This page will be automatically populated as you enter and save figures in the operating and project budget sections. It is not a page on which you will enter data.

You can review the Budget Overview page at any stage of data entry.

**CHARACTER LENGTH / PRE-POPULATION**

This section will be automatically populated as you enter and save figures in the operating and project budget sections.

**HELP WITH THE ONLINE FORM**

**BUDGET OVERVIEW**

The Budget Overview button can be found at the top right side of the Operating Budget page or on the Final Review & Submit page.

This section asks for income figures by category, and whether they were received or are anticipated by your organization. **Further information explaining these figures must be included in the Budget Notes section for categories listed below.**

WHAT YOU WILL SEE			
<b>Earned Income:</b>			
	FY11 (Actual)	FY12 (Current)	FY13 (Projected)
Admissions/Box Office:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contracted Services:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuition, Class/Workshop Fees:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Publications:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fundraising (Gross):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Earned Income:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Earned Income:	\$0	\$0	\$0
<b>Unearned/Non-government Income:</b>			
	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:	0	0	<input type="text"/>
Subtotal:	\$0	\$0	\$0

## ADMISSIONS/BOX OFFICE

Income from admission to events, exhibitions and performances.

## CONTRACTED SERVICES

Income from services provided by your organization (e.g., space rental, performance fees, consultants' fees). Specify the source and amount in the Budget Notes section.

## TUITION, CLASS/WORKSHOP FEES

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

## PUBLICATIONS

Income from the sale of publications and recordings.

## FUNDRAISING (GROSS)

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

## OTHER EARNED INCOME

All other sources of earned income not listed in the categories above (e.g., interest on bank accounts, concession sales, membership income). Specify by source and amount in the Budget Notes section.

## CORPORATE CONTRIBUTIONS

Cash support from contributions made by businesses, corporations, and corporate foundations. This category includes funds from employee matching gift programs and members' support from "friends" of the organizations.

## FOUNDATION GRANTS

Cash support from private foundations.

## INDIVIDUAL CONTRIBUTIONS

Support from private individuals.

## 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 the Budget Notes section.

## CHARACTER LENGTH / PRE-POPULATION

Actual (FY11) and Current (FY12) Operating Budgets will be pre-populated with the projected budgets submitted in your FY12 Application/Renewal.

**Be sure to review the pre-populated data and update all numbers with actual figures before submitting.**

**UPDATE ALL PRE-POPULATED FIELDS WITH ACTUAL FIGURES**

## 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.

Complete this section according to the definitions below. Specify by source unearned and government income received by your organization in your Fiscal 2011, 2012, and 2013. **Further information explaining these figures must be included in the Budget Notes section for categories listed below.**

WHAT YOU WILL SEE			
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

### NEA

National Endowment for the Arts.

### NYSCA

New York State Council on the Arts.

### OTHER FEDERAL AND STATE

Funds 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, NYS Natural Heritage Trust, NYS Department of Education). Specify by source and amount in the Budget Notes section.

CHARACTER LENGTH / PRE-POPULATION	
Actual (FY11) and Current (FY12) Operating Budgets will be pre-populated with the projected budgets submitted in your most recent Application/Renewal.	
<b>Be sure to review the pre-populated data and update all numbers with actual figures before submitting.</b>	

### DCA/PROGRAM SERVICES

Funds from the Department of Cultural Affairs Cultural Development Fund. If you have received or anticipate receiving discretionary funding from a member of the City Council, which will be administered by DCA, include that amount within this figure. **Refer to page 26 of these Instructions for information about calculating the correct request amount for FY13, which you will enter here.**


### DCA/OTHER

Funds from *other* DCA sources (e.g., CASA). Capital support should not be included anywhere in the Operating or Project Budgets. Specify by source and amount in the Budget Notes section.

**UPDATE ALL PRE-POPULATED FIELDS WITH ACTUAL FIGURES**

### OTHER CITY

Funds 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 the Budget Notes section.

HELP WITH THE ONLINE FORM	
<b>Remember to save your work often while working on this page.</b> 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.	

### LOCAL ARTS COUNCILS

Funds from arts councils (e.g., Brooklyn Arts Council, Queens Council on the Arts). Be sure to include any DCA regrant funds, as well as NYSCA decentralization funds or JPMorgan Chase funds received. Specify by source and amount and note the fund (e.g., NYSCA, DCA) in the Budget Notes section.

This section asks you to specify your organization's annual expenses. **Further information explaining these figures must be included in the Budget Notes section for categories listed below.**

WHAT YOU WILL SEE			
<b>Expenses:</b>			
	FY11 (Actual)	FY12 (Current)	FY13 (Projected)
<a href="#">?</a> 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"/>
<a href="#">?</a> Outside Professional Services:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">?</a> Space Rentals/Utilities:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">?</a> Equipment Rental/Supplies:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">?</a> Travel/Transportation:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">?</a> Advertising/Promotion /Marketing:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">?</a> Other Expenses:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Expenses:</b>		<b>\$0</b>	<b>\$0</b>
<b>Surplus/Deficit:</b>		<b>\$0</b>	<b>\$0</b>

## PERSONNEL

Cumulative expenses in these categories are for all employees (staff members for whom you make withholding deductions). Figures should include gross wages and 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.

## CHARACTER LENGTH / PRE-POPULATION

Actual (FY11) and Current (FY12) organizational budgets will be pre-populated with the projected budgets submitted in your most recent Application/Renewal.

**Be sure to review the pre-populated data and update all numbers with actual figures before submitting.**

**UPDATE ALL PRE-POPULATED FIELDS WITH ACTUAL FIGURES**

## 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.

## OUTSIDE PROFESSIONAL SERVICES

Include payments to firms or persons on a fee-for-service basis, and provide detail in the Budget Notes section. These may include consultant fees, honoraria, stipends for non-staff, public relations, fundraising, outside security, instructors, choreographers, curators, conductors, designers, video artists, musicians, actors, dancers, or anyone not paid as an employee (these contractors receive a 1099 at the end of the year).

## SPACE RENTAL/UTILITIES

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

## EQUIPMENT RENTAL/SUPPLIES

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

This section, continued from page 17, asks you to specify your organization's annual expenses. **Further information explaining these figures must be included in the Budget Notes section for categories listed below.**

WHAT YOU WILL SEE			
<b>Expenses:</b>			
	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
Surplus/Deficit:		\$0	\$0

## TRAVEL/TRANSPORTATION

Costs directly related to travel. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage allowances on personal vehicles, gas, car rental, etc. Also costs associated with trucking, shipping, and hauling of equipment, costumes, and sets.

## ADVERTISING/PROMOTION/MARKETING

All costs for advertising, marketing, publicity, and/or promotion. Do not include payment to individuals or firms that belong under "Personnel" or "Outside Professional Services." 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").

### CHARACTER LENGTH / PRE-POPULATION

Actual (FY11) and Current (FY12) organizational budgets will be pre-populated with the projected budgets submitted in your most recent Application/Renewal.

**Be sure to review the pre-populated data and update all numbers with actual figures before submitting.**

## 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, non-structural renovations or improvements, etc. Itemize these expenses in the Budget Notes section.

**UPDATE ALL PRE-POPULATED FIELDS WITH ACTUAL FIGURES**

## SURPLUS/(DEFICIT)

This figure is automatically calculated. In the Budget Notes section, you will be asked to explain how you will address any surplus or deficit for all three fiscal years.

### 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.

It is helpful to have a printed copy of the Operating Budget from the Budget Overview at hand when completing your Budget Notes. These Notes are an important component of your budget and will be considered carefully when reviewing your Renewal.

**WHAT YOU WILL SEE**

### 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):

**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):

## FISCAL YEAR VARIATION

Please explain any budget figures that vary by 20% or more between FY11 and FY12, or between FY12 and FY13.

## 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.

## SURPLUS/DEFICIT

Explain any surplus or deficit listed in each fiscal year.

## IN-KIND SUPPORT

While in-kind support should not be included in your Operating Budget figures, we do want to know about significant in-kind support that your organization receives. 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.

## FURTHER EXPLANATION

Explain any budget anomalies not addressed elsewhere within the Budget Notes, which may include notable growth or decline, or project and organizational budgets that do not match.

**CHARACTER LENGTH / PRE-POPULATION**

**800** characters, including spaces and returns, for In-Kind Support.

**1,000** characters, including spaces and returns, for all other fields.

This section will not be pre-populated.

**HELP WITH THE ONLINE FORM**

Do not leave any sections blank. Enter "N/A" for sections that do not apply to your budget.

This section applies to organizations with a Fiscal 2010 Operating Income greater than \$250,000 or organizations with Special Funds.

## WHAT YOU WILL SEE

### Budget Information

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  Yes  No

Type of Fund	Res./UnRes.	Amt.10	Amt.11	Purpose
No Special Funds Found				

Fund Type:	<input type="text" value="- Select -"/>
Restricted/Unrestricted:	<input type="text" value="- Select -"/>
Amount as of 07/01/10 (\$):	<input type="text"/>
Projected Amt for 07/01/11 (\$):	<input type="text"/>
Purpose (if restricted):	<input type="text"/>

### MAJOR OPERATING BUDGET INCREASE/DECREASE

Organizations with an FY10 Operating Income greater than \$250,000 must explain any major increases or decreases anticipated to the operating budget in FY14 and/or FY15. These questions will not appear for organizations with an FY10 Operating Income of \$250,000 or less.

### SPECIAL FUNDS

If your organization has any Special Funds, select "Yes" and the fields will become available. Special Funds include endowment, cash reserve, or other designated or restricted funds.

Select the Fund Type and Restrictions from the drop-down menus. Enter the balance of the fund(s) as of July 1, 2011 and the balance you expect as of July 1, 2012. Enter the purpose of the fund(s).

## CHARACTER LENGTH / PRE-POPULATION

**800** characters, including spaces and returns, for the Major Operating Budget Increase/Decrease field.

**50** characters, including spaces and returns, for the Purpose field.

This section will not be pre-populated.

## HELP WITH THE ONLINE FORM

Yes/No fields default to "No."

If you select "Yes" for Special Funds, you may enter up to 4 Funds. However, this section will be marked "complete" when only one Special Fund is added to the Special Funds List.

Once you enter a Type, click the SAVE FUND button to add that entry to the Fund List. Note: Funds may not appear in the order you entered them.

Once you save a Special Fund, you cannot edit it; you will need to delete it then enter the information again.

In addition to the SAVE FUND button, you must also click the yellow SAVE button to save the entire list.

CAUTION: CLEAR FIELDS will erase the entry.

The Proposed Services section consists of four parts: a **Project Summary** which provides the most basic information about all projects for which you are requesting support; a **Project Overview** with general information and a synopsis for each project; **Project Details** for specific, detailed information about each project; and a **Project Budget** section for each project.

### WHAT YOU WILL SEE

#### 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	
<a href="#">abc project</a>	Incomplete	<a href="#">Delete</a>
<a href="#">test</a>	Incomplete	<a href="#">Delete</a>

[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 Application, based on the information entered about the proposed projects. Consider your project priorities when making this designation; your selection will determine the panel in which your application is reviewed.

Discipline:   
Borough:

**Renewal Certification:**  
Has anything changed in regard to any of your projects?  Yes  No

If yes, what changed and why?

### CHARACTER LENGTH / PRE-POPULATION

**800** characters, including spaces and returns.

REMEMBER TO PRIORITIZE YOUR PROJECTS

### HELP WITH THE ONLINE FORM

*Start a Project.* Click NEW PROJECT to enter information about each project for which you are requesting DCA support. To edit or change saved project information, click on the project title.

*Prioritize Your Projects.* Once projects are entered, you may change the priority of each project by clicking "Set Priority" and using the arrows next to the project title. The panel will consider the project at the top of the list your organization's highest priority.

## PROJECTS

Organizations may request support for up to five projects. No more than 50% of the total project costs may come from DCA. The project summary and budgets should demonstrate a level of public service outlined in your organization's FY12 CDF Proposal. If you anticipate the level or scope of public service to differ from FY12, consult your program specialist before submitting the form.

## AMOUNT TOTALS

The "Total Project Cost" and "Total Request Amount" fields calculate automatically based on the figures provided in your project budget(s). **Refer to your organization's Grant Renewal Notification to determine the amount to enter under DCA Project Request.**

## DESIGNATIONS

From the dropdown menus, select one borough and one discipline to describe your overall Renewal, based on the information entered about all your proposed projects.

*Borough Designation for Proposed Activities –*  
Select the one borough that best conveys the primary location of the proposed activities. This may or may not be the same borough in which your offices are located.

*Discipline Designation for Proposed Activities –*  
Based on the primary discipline of the proposed services, select only one discipline listed below:

- |                      |                       |
|----------------------|-----------------------|
| Architecture/Design  | Multi-Disciplinary -  |
| Botanical            | Performing & Non-Perf |
| Crafts               | Museum                |
| Dance                | Music                 |
| Film/Video/Audio     | New Media             |
| Folk Arts            | Photography           |
| Humanities           | Science               |
| Literature           | Theater               |
| Multi-Disciplinary - | Visual Arts           |
| Non-Performing       | Zoo                   |
| Multi-Disciplinary - |                       |
| Performing           |                       |

## RENEWAL PROJECT CHANGES

If the proposed projects are very similar to activities funded in Fiscal 2012, select "no" for this question. If the proposed projects are new or differ significantly from Fiscal 2012, select "yes" and describe the changes and the reason for the change in the box below. Details of new or changed projects should be entered in the project synopsis and project narrative section.

After clicking on “New Project,” you will be directed to the **Project Overview** which asks for basic information about the project. Click on the grey tabs—Overview, Details and Budget—to move to these sections within a specific project.

WHAT YOU WILL SEE

**Projects**

**Example Project**

Step 1

Step 2

Step 3

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. Refer to the [Instructions](#) for information on completing a competitive proposal. 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" value="Example Project"/>
Project Cost (\$):	0
Request Amount (\$):	0
Discipline Code:	<input type="text" value="- Select -"/>
Borough(s):	<input type="text" value="Bronx"/> <input type="text" value="Brooklyn"/> <input type="text" value="Manhattan"/> <input type="text" value="Queens"/> <input type="text" value="Staten Island"/>
Council District(s):	<input type="text"/>

**Synopsis:**

Please summarize the project, based on the full project

**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 FY13 and FY14 (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 FY13 and FY14 (800 character limit): [?](#)

**CHARACTER LENGTH / PRE-POPULATION**

**480** characters for Synopsis, and **800** for each question under Proposed Services Beyond FY13. Note: the last two fields will only appear for organizations with FY10 Operating Income greater than \$250,000.

This section will not be pre-populated.

**HELP WITH THE ONLINE FORM**

You may select more than one Borough and 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.

**PROJECT TITLE**  
 The Project Title should be a concise description of the project (e.g., Ticket Subsidy Program, Mainstage Season, After School Filmmaking Program, Artists' Summer Residency). You will not be able to save the project until it has been titled.

**PROJECT COST**  
 This field will automatically populate after the "Total Expenses" field is calculated on the Project Budget page.

**REQUEST AMOUNT**  
 This field will automatically populate after the "DCA Project Request " is calculated on the Project Budget page.

**DISCIPLINE CODE**  
 Select the most relevant discipline code from the drop-down menu to describe the proposed services in this project.

**BOROUGH(S)**  
 Select the appropriate borough(s) from the dropdown menu that pertain to this project; you may select as many as apply.

**COUNCIL DISTRICT(S)**  
 Select the appropriate Council District(s) from the drop-down menu that pertain to the proposed services in this project; you may select as many as apply.

**SYNOPSIS**  
 Condense information provided in the **Project Description** to include pertinent details from that section: type of activity, number of events (performances, workshops, exhibits, issues of a publication, etc.), date(s) and place (s), admission fees (if any), and intended audience.

**PROPOSED SERVICES BEYOND FY13**  
 Provide as much detail as possible at this time for anticipated activities in Fiscal 2014 and 2015. If the FY13 project will continue beyond FY13, explain any changes and enter "N/A" for the next question. If the project will end in FY13, enter "N/A" for the first question and answer the second. These fields will only appear for organizations with FY10 Operating Income greater than \$250,000.

The services must occur within the City's Fiscal 2013 (July 1, 2012-June 30, 2013). Anything before July 1, 2012 or after June 30, 2013 cannot be funded in Fiscal 2013. The project summary and budgets should demonstrate a level of public service equivalent to that outlined in your organization's FY12 CDF Proposal. If you anticipate the level or scope of public service to differ from FY12, consult your program specialist before submitting the form.

**WHAT YOU WILL SEE**

**Projects**

**Example Project**

Overview
Details
Budget

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 DESCRIPTION

Use this field to describe the proposed activity (who, what, when, where, why, how, and how often).

Convey how the project constitutes a public service and how it is connected to the organization's mission. General and generic project descriptions, or a listing of dates and activities alone, are insufficient. If the details of your project have not yet been confirmed, describe the process by which they will be established.

### *For all projects -*

- Identify performers/artists, including brief information on artists involved
- Provide dates, times, locations/venues, etc.
- Describe the objectives of the project
- Explain programming or curatorial selection process, including who is responsible for making the selections
- Describe the process by which participants are selected
- Describe how the intended audience is engaged

### *For education projects -*

- Indicate the name(s) and/or number(s) of the public schools and grades being served
- Describe the relationship to the schools being served
- Describe the planning process
- Indicate the total number of students and teaching artists
- Note number/length of sessions with each group of students
- Describe the qualifications of the artists/teachers and any relevant training
- Describe the materials to be presented, including pre- and post-visit materials
- Note the relationship of the program to classroom curriculum
- Discuss how the teaching artists and schools evaluate the program
- Note any scholarships offered and describe criteria and selection process

### *For ticket subsidy projects -*

- Indicate the number and/or percentage of tickets to be subsidized
- Explain the process and criteria by which ticket recipients are selected
- Indicate maximum capacity for the event(s), i.e., size of house
- Indicate the price, if any, for the subsidized tickets
- Indicate the price that would be charged for non-subsidized tickets

**CHARACTER LENGTH / PRE-POPULATION**

**3,500** characters, including spaces and returns.

This section will not be pre-populated.

**A HIGH LEVEL OF DETAIL IS REQUIRED**

**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 just copy and paste.* Presentation is important, so be sure the text is presentable and within the constraints of the online system: use proper spacing and carriage returns, which only count as a single character.

*Some Formatting is not accepted.* You cannot use bold, italics, underlines, so take that into account when entering text.

*Use your Print Preview.* You will be able to get a sense of how the text will look to the panel on the Print Preview page.

**WHAT YOU WILL SEE**

**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:    (MM/DD/YYYY)

End Date of Activity:    (MM/DD/YYYY)

Number of Recipients:

Specific Audience:  Adults  General  Grades 6-8  Grades 9-12

Will you charge for this service?  Yes  No

If yes, describe pricing and who pays:

If yes, please describe discount program:

Do you provide discounts?  Yes  No

**Artist Compensation:**

Are artists compensated?  Yes  No

If yes, explain:

Do artists pay to participate?  Yes  No

If yes, explain:

**START DATE / END DATE OF ACTIVITY**

Enter specific activity start and end dates in the fields provided. All projects must occur between July 1, 2012, and June 30, 2013. If you do not have specific dates established yet, enter the first day of the month in which you believe the project will start and the last day of the month in which you believe the project will end.

**NUMBER OF RECIPIENTS**

Estimate the number of people served for each project. Recipients include either audience members or participants for each activity depending upon the focus of the activity. For example, if you are offering a public performance, the focus is on the audience, so estimate the number of audience members. If your project's focus is on instruction or professional development, estimate the number of participants (students, artists, etc.) being trained in the class or workshop. If there is a culminating event component to the project, indicate audience numbers in your description, not as recipients.

**SPECIFIC AUDIENCE**

Select from the dropdown menu the age range(s) of the primary group of people served. You may select as many ranges as applicable; if the project does not target a specific group, select General.

**CHARACTER LENGTH / PRE-POPULATION**

This section will not be pre-populated.

**CHARGE FOR SERVICE**

If you intend to charge for this service, select "Yes" and describe the cost or pricing structure, including any discounts offered and who pays for the service (e.g., general public, membership, student groups, schools).

**REMEMBER TO PRIORITIZE YOUR PROJECTS**

**ARTIST COMPENSATION**

As applicable, indicate whether artists are compensated and to what degree, or if artists pay to participate in the proposed services.

**HELP WITH THE ONLINE FORM**

Yes/No fields default to "No."

You may select more than one "Specific Audience" by using the multi-select function. PC users should hold CTRL while clicking all selections; MAC users should hold COMMAND while clicking all selections.

This section applies only to projects that are educational programs benefiting children in **grades Pre-K through 12**. If you are not providing an educational program or if your program serves outside that range (e.g., adults), do not complete this section.

**WHAT YOU WILL SEE**

**Education Program:**

Yes  No

Is this an education program that benefits children in grades Pre-K through 12?

Category of education program:

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):

**EDUCATION PROGRAM**

Select "Yes" and select from the dropdown menu the appropriate education category (listed below); provide the objectives of the program as requested:

*Arts Exposure* - focused on a defined or specific number of performances, lecture/demonstrations, or exhibitions, often including pre-visit materials or post-event discussions.

*Arts Skills* - characterized by an emphasis on sustained and regular training, including developing and mastering the skills of a particular artistic discipline. Training should be provided by artists/instructors working under the auspices of a cultural organization, and may range from introductory through professional levels.

*Arts in Education* - defined as regularly scheduled artistic/cultural activities used to further aesthetic and intellectual awareness and growth; teaching artists trained to work in an educational environment; pre-program planning and post-program review with classroom teachers; arts and cultural activities demonstrating some level of curriculum integration; or activities taking place in a school classroom, a cultural facility or other location.

**CHARACTER LENGTH / PRE-POPULATION**

**500** characters, including spaces and returns, for Objectives of Education Program.

This section will not be pre-populated.

**ANSWER YES ONLY IF YOUR PROJECT TARGETS GRADES PRE-K THROUGH 12**

**HELP WITH THE ONLINE FORM**

Yes/No fields default to "No."

Enter information regarding the income that will support this project. The definitions for these fields are the same as those given for the Operating Budget on pages 15-18 of these Instructions.

WHAT YOU WILL SEE

Projects
BUDGET OVERVIEW

Example Project

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.

**Earned Income:**

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

**Unearned/Non-government Income:**

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

**Unearned/Government Income:**

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

## INCOME

Please enter the income you anticipate to receive for this project. If you are using a portion of a grant or fundraising event, indicate only the funds that will be used to support this project. Do not include any in-kind support in any category. Please refer to the organizational budget pages for definitions of these categories, and note the following:

### DCA Project Request

Refer to your organization's Grant Renewal Notification (sent via email) to determine the amount to enter under DCA Project Request. If you are re-requesting funds for multiple projects, prepare your budget so that the total of all requests equals the threshold **one greater** than the FY13 award amount in your Grant Renewal Notification. Thresholds can be found on page 3 of the Renewal Guidelines. Remember that DCA cannot support more than 50% of a project's expenses.

### Local Arts Councils

Remember that you cannot apply for DCA regrant funds in FY13 from a local arts council if you receive CDF funds in FY13.

CHARACTER LENGTH / PRE-POPULATION

This section will not be pre-populated.

HELP WITH THE ONLINE FORM

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

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

Do not include commas when entering numbers.

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

This section asks you to specify anticipated funding that will support this project as well as the expected project expenses. The definitions for these fields are the same as those given for the organizational budget on pages 15-18 of these Instructions.

### WHAT YOU WILL SEE

**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:**

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

### ANTICIPATED FUNDING

Itemize the anticipated funding sources for the project, and indicate committed funding with an asterisk (\*). Use the formatting indicated in the sample to maximize the space available and allow for readability.

### EXPENSES

Do not include any in-kind support in any category. The field labeled "Total Expenses" should equal the total cost of this project and will populate the "Project Cost" field on the Project Overview and the Project Summary pages.

### OTHER SOURCES OF INCOME AND EXPENSES

**If you have entered figures in any of the following project budget lines you must provide details 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. Use the format provided in Anticipated Funding above.

### CHARACTER LENGTH / PRE-POPULATION

**800** characters, including spaces and returns, for Anticipated Funding and Other Sources of Income and Expenses.

This section will not be pre-populated.

### HELP WITH THE ONLINE FORM

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

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

Do not include commas when entering numbers.

Use the help button - - for further definitions of each budget category and remember to review the budget overview.

This section contains questions regarding tax-exempt status and insurance. It also includes a list of all print materials that must be submitted by the deadline, separate from the online form.

## WHAT YOU WILL SEE

### Supplemental Materials

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

#### Tax-exempt status and insurance information:

Is this organization tax-exempt?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this organization carry Comprehensive General Liability and Property insurance?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Amount of bodily injury:	<input type="text"/>
Amount for property damage:	<input type="text"/>

**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.

## TAX-EXEMPT STATUS AND INSURANCE

Complete as directed.

## SUPPLEMENTAL MATERIALS

Supplemental Materials are a critical component of the panel review process.

- Consult the [Renewal Checklist](#) to determine your required Supplemental Materials.
- Use the online DCA templates for the [Board List](#) and the [Funding Plan](#). If you are a Social/Multi-Service, Religious or Educational Organization, complete the [Organizational Budget template](#) as well.
- Include the Checklist with your Supplemental Materials. Remember to label all materials with the organization's legal name.
- DCA cannot accept Supplemental Materials by fax or email.

## CHARACTER LENGTH / PRE-POPULATION

This section will not be pre-populated.

**INCLUDE THE RENEWAL CHECKLIST WITH YOUR SUPPLEMENTALS**

## HELP WITH THE ONLINE FORM

Yes/No fields default to "No."  
  
If you select "Yes" to carrying Comprehensive General Liability and Property Insurance, enter amounts for bodily injury and property damage.

This section requires that you acknowledge that Supplemental Materials must be submitted separately in order for your Renewal to be complete.

WHAT YOU WILL SEE
<p>By Checking the box below, you certify that the above materials must be submitted separately in order to complete your application in full.</p> <p><input type="checkbox"/> <b>Yes</b>, I understand that the above documentation must be submitted separately from the online portion of the Application to be considered complete.</p>

### ACKNOWLEDGEMENT CHECK BOX

Select "Yes" to show your awareness of and compliance with the requirement to submit Supplemental Materials separately.

**All Supplemental Materials must be postmarked no later than June 11, 2012, or hand-delivered to DCA's office no later than 6:00 pm on that date.**

CHARACTER LENGTH / PRE-POPULATION
This section will not be pre-populated.

Your Renewal will not be considered *complete* unless all required materials are submitted by the deadline. Incomplete proposals will not be eligible for CDF support.

<p><b>DEADLINE</b> <b>MONDAY, JUNE 11, 2012</b></p>
---

HELP WITH THE ONLINE FORM
You will not be able to submit your Renewal unless this box is checked.

You must review the online portion of the Renewal for accuracy and completeness before submitting. Information cannot be changed or updated once you click "Submit."

## WHAT YOU WILL SEE

### Final Review & Submit

You are required to review your Renewal thoroughly for accuracy and completeness before submission. Review each field and all information carefully. Be sure to save a copy of the final version for your records.

The deadline for all material related to the Fiscal 2013 CDF Renewal is **June 11, 2012**. The online portion of the Renewal must be submitted and the required Supplemental materials must be postmarked on or before **midnight on June 11, 2012**. Supplemental materials that are hand-delivered must be received by 6:00 p.m. on June 11, 2012.

Use the links at the top for a comprehensive view of your operating and project budgets, or to print a copy of this preview. You can click on links within the index to skip to certain sections but be sure to review all sections. You will be asked to certify the Renewal form before you hit SUBMIT. Every required field in the online form must be filled out in order for your Renewal form to be accepted electronically.

#### Index:

##### Organization Information:

[Organization Profile](#) | [Mission & Outreach](#) | [Facilities & Venues](#) | [Attendance/Education](#) | [Previous Activities](#)

##### Staff/Board Info:

[Staff Information](#) | [Board Information](#)

##### Budget Information:

[Operating Budget](#) | [Budget Notes](#) | [Budget Information](#)

##### Proposed Services:

[Example Project](#) | [Example Project 2](#)

##### Final Steps:

[Supplemental Materials](#)  
**Required**

## FINAL REVIEW

Scroll down this page to review every field of the Renewal prior to submission. You can click on the section names within the Index to jump to different sections of the online form.

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

In addition to the index and scrolling option, two tools are available to review your Renewal information:

- **PRINT PREVIEW** opens a printer-friendly version of all application information, and will indicate any missing fields in **red**. To save a copy of your Renewal's print version, you must save the print preview as an HTML document or print to a PDF.
- **BUDGET OVERVIEW** offers a comprehensive look at all budget figures entered on the Renewal, both the organizational Operating Budget and proposed Project Budget(s).

Keep in mind if you are a Social/Multi-Service, Religious or Educational Organization, the Operating Budget portion must *only* reflect your *cultural* budget.

## CHARACTER LENGTH / PRE-POPULATION

This section will not be pre-populated.

**YOUR RENEWAL MUST BE COMPLETE IN ORDER TO CLICK SUBMIT**

## HELP WITH THE ONLINE FORM

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

Once you click "Submit Application," no changes or updates are possible.

This final field is the electronic substitute for your signature.

**WHAT YOU WILL SEE**

---

**Agreement**


---

**Certification and Release:**  
By checking the box below, you certify that you are an authorized signatory of the applicant organization with the authority to obligate it and having knowledge of the information contained here; the information presented within or as a supplement to this application is accurate or represents a reasonable estimate of future operations and is free of misrepresentations and material omissions; the applicant 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.

The checkbox is enabled when all required fields in the application are complete.

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

---

**CANCEL**  **SUBMIT APPLICATION**

## CERTIFICATION AND RELEASE

This is the final step before submission. An authorized signatory must certify, on behalf of the organization, that the completed online Renewal is the organization's FY13 submission.

Review each answer carefully. Your responses form the basis for review of your Renewal. **No changes or updates can be made once the Submit Application button is pressed.**

## CONFIRMATION EMAIL

A confirmation that the online portion of the Renewal has been submitted will be emailed to the addresses provided in your Account Profile. The confirmation will include:

*Applicant ID* - Keep this for your records when referencing your Renewal throughout the fiscal year.

*Renewal Checklist* - Be sure every item on this list is included in your submission of Supplemental Materials to DCA. Use the Renewal Checklist as a cover page for these materials, and remember that your Application will not be considered complete unless both the online form and Supplementary Materials meet the June 11th deadline.

**CHARACTER LENGTH / PRE-POPULATION**

---

This section will not be pre-populated.

**REVIEW YOUR ANSWERS CAREFULLY  
BEFORE CLICKING SUBMIT**

**HELP WITH THE ONLINE FORM**

---

You will not be able to submit your Renewal unless this box is checked.

Once you click "Submit Application," no changes or updates are possible.

