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KATE D. LEVIN
Commissioner

TO: New York City Arts and Cultural Organizations
FROM: Kate D. Levin
DATE: November 21, 2007
RE: FY2009 Cultural Development Fund Applications

I am pleased to introduce the Fiscal 2009 Application for funding through the Department of Cultural Affairs' Cultural Development Fund. Last year, as a result of funding reform, we made significant changes to the process by which funding is determined, but not the Application. This year, the Application itself looks different.

While we still require that you submit the Application and supplemental material on paper, we are moving towards an on-line Application by 2010. As we have in the past several years, we are sending notice of availability of Application materials via email. To prepare the Application for submission, you must download the Application materials – Guidelines, Instructions and the Application Form itself – from our website (www.nyc.gov/culture). This year, we will supply a paper copy of the Application booklet **only** to organizations requesting one, so if you do not have web access, please be sure to request an Application booklet by emailing us at CDFinfo@culture.nyc.gov or calling us at 212-513-9346 or -9350.

Given that the form itself has changed, organizations will have almost twice as long to complete it as last year. We have also moved the Application deadline forward, to be able to conduct panels and announce the outcome for Fiscal 2009 in July 2008, as well as to move funds expeditiously to funded groups. **Monday, February 4, 2008 is the deadline for submission of a completed Fiscal 2009 proposal.** No exceptions will be made to the deadline.

Please note that to be eligible to receive Member Items as part of the Fiscal 2009 budget adoption process, groups must submit a Fiscal 2009 Application.

Seminars explaining the Application process will be held between Thursday, November 29, 2007 and Wednesday, January 30, 2008. A complete list of Seminar dates, times, and locations is included with these materials. All Seminars are open to any interested applicant, but because space is limited at each venue, **registration is mandatory.** You may make your reservation by going to www.nyc.gov/culture, clicking on the link on our homepage, and following the instructions.

I strongly encourage all applicants to attend one of the seminars, which will allow you the opportunity to speak directly with DCA staff, as well as help you prepare the most competitive proposal possible. Be sure to review the Guidelines and Instructions, which are essential to understanding the content required for a complete proposal, and **be sure to bring a printout of the proposal materials, including the form, with you to the Application Seminar.**

We invite proposals from the widest possible representation of our City's diverse arts and cultural organizations. Since 1986, DCA has awarded over \$360 million through the Programs Unit to organizations throughout the five boroughs for an extraordinary range of programs and activities. For the coming year, we look forward to continuing and expanding on that support.

All of us at DCA look forward to working with you.