



Fiscal

**New York City Council Initiative
Project Synopsis Form**

City Council Initiative	Designation Amount	Designation Number of
Council Member who made this designation	Name of School (if Applicable)	
Legal Name of Cultural Organization	AKA	Tax ID / EIN (xx-xxxxxxx)
Contact Name for Program	Contact Email	Contact Phone

If you received multiple Initiative designations, submit one Project Synopsis Form for each designation. Use the space below to provide a fully detailed description of the cultural program that will be supported by funds from this particular designation. Your description must fit within the space provided; do not attach additional pages. *[2000 characters]*

Timing of the Program

Start date of activity <i>(mm/dd/yyyy)</i> (not before 07/01/2016)	End date of activity <i>(mm/dd/yyyy)</i> (not after 06/30/2017)	Total number of program hours (Not including planning or transport)
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Location of the Program

Specific location(s) where activities will occur: <i>[250 characters]</i> (e.g., classes held at PS 227 in Flushing; exhibit at Bronx Museum)	Borough(s) where activities will occur: (press CTRL to select multiple)
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Audience

# of people served directly	# of people served indirectly
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Provide a detailed budget that reflects the expenses and income for this project, and briefly itemize each category by source and amount in the corresponding Notes section. It is not necessary that the project cost more than the designation amount, but if so, please detail additional sources of income. Failure to provide a detailed itemized budget will require a revised project synopsis and will delay receipt of funds.

Expenses	Amount	Notes (<i>itemize <u>all</u> fields</i>)
Administrative Personnel		
Teaching Artists		
Other Artistic Personnel		
Tech./Production Personnel		
School Personnel		
Space Rentals/Utilities		
Equipment Rentals/Supplies		
Travel/Transportation		
Advertising/Marketing		
Other		
TOTAL		

Income	Amount	Notes
Initiative Designation Amount		
Other		
TOTAL		

Certification and Release

By checking the box below, you certify that you are an authorized signatory of the above named organization with the authority to obligate it and having knowledge of the information contained here; the information presented within or as any material that supplements this proposal is accurate or represents a reasonable estimate of future operations and is free of misrepresentations; the organization releases the City of New York, including its officials and employees, with respect to damages to property or materials submitted in connection herewith.

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

**Completed Project Synopsis forms must be submitted in TWO formats, online and in hard copy.
Refer to the following pages for full instructions on how to complete this form.**

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PROJECT SYNOPSIS FORM INSTRUCTIONS

Note: We recommend using Adobe Reader version 11 to fill out the form, though it is compatible with versions 9 and 10. It is not compatible with Preview (for Macs) or other programs.

If you received multiple Initiative designations, you must submit one Project Synopsis Form for each designation.

- City Council Initiative
 - Select the applicable Initiative type from the dropdown list. Refer to your organization's notification letter.
- Designation Amount
 - Enter only the amount of the single designation pertaining to this form, not a total of all designations received. (Refer to your organization's notification letter for the amount of your designation)
- Designation Number
 - These fields refer to the number of designations of the particular Initiative type that your organization received. Refer to your organization's notification letter for this information; the number you enter on the Project Synopsis form should match the numbering of the notification letter.
 - If your organization received a single designation for a particular Initiative, you will enter 1 of 1.
 - If your organization received multiple designations for a particular Initiative, you will number the form to correspond with your notification letter (e.g., 1 of 3; 2 of 3...)
- City Council Member
 - Select the Council member who made this designation from the dropdown list. Refer to your organization's notification letter for this information.
- Name of School (for CASA and Anti-Gun Violence only; for other initiatives, leave this field blank)
 - Provide the full name of the New York City school partnering with your organization.
- Cultural Organization
 - Provide the Legal Name, AKA (if applicable), and Tax ID for your organization.
- Contact Information
 - Provide the full name, email, and phone number for the primary person DCA should contact with questions regarding the programming described in this form. This may differ from the individual signing the Grant Agreement.
- Project Description
 - In this section, provide a detailed, concise narrative about the funded project. In the text box:
 - Explain the activities to be conducted as a part of this project, including:
 - **WHO** – Describe who will be involved in this program (e.g., artists, educators, collaborators). Provide an explanation of the audience benefiting from the program. Keep in mind that details here should correspond to the Audience section below.
 - **WHAT** – Describe the structure of the program and explain the public service you will provide. Include information about all related artistic discipline/s and/or genres (e.g., ballet, jazz, theatre, visual arts). Include details about any culminating event/s.
 - **WHEN** – Describe when the program activities will take place. If the activities will take place on more than one date, explain the timing and frequency of the program. Keep in mind that details here should correspond to the Timing section below.
 - **WHERE** – Describe the program location/s. If there are multiple locations, clarify which aspects will take place in each setting. Keep in mind that details here should correspond to the Location section below.
 - **WHY** – Describe the goals for the program and explain why it is a beneficial public service.
 - **HOW** – Describe how your organization will implement the program.
 - Explain whether this is a new program for your organization, or if you have provided this program in the past.
 - The program should not overlap with a CDF-funded project. An exception may be made if the service is a discrete portion/expansion of the CDF project that is excluded from the CDF project's budget. For example, if you were funded through CDF for a mainstage season of three productions, Initiative funds may be directed to a fourth production but not to the original three productions funded by CDF. If your program is an expansion of a CDF-funded project, please explain in this section how this project is distinct from CDF-funded activity.
- Timing of the Program
 - Specify the anticipated start and end dates of the funded activity (must start no earlier than July 1, 2016 and end no later than June 30, 2017).
 - Specify the total number of program hours. The number of program hours refers to the number of hours the organization provides cultural content to the participants or attendees of the program. Program hours do not include planning/preparation time.

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- Location of the Program

- Provide detailed information about where the program activities will occur. Include information about the type of facility, location of the facility, and its physical capacity. If the program takes place in multiple locations, include information about all locations.
- Select all borough/s where the activities described will occur. Select as many as apply; this information should correspond to the locations listed.
 - You may select more than one Borough or Council District by using the multi-select function. PC users should hold CTRL while clicking all selections; Mac users should hold COMMAND while clicking all selections.

- Audience Information

- Specify the total number of people you anticipate to serve directly and indirectly with the program. The two groups should be distinct and should correspond to the information provided in the Project Description.
- Distinctions between the two types of audiences will be specific to your program structure. Several examples are provided here for guidance:
 - If you are offering a public performance, exhibition, or event, the focus of the program is on the audience. You will enter the total number of audience members as direct recipients. The artists involved should not be included; the indirect recipients field would be left blank.
 - If you are offering an artist residency, the focus of the program is on the artists. You will enter the number of artists as direct recipients. If there is a culminating event, audience members attending would be entered as indirect recipients.
 - If you are offering an education program, you will include the total number of students in the program as direct recipients. If there is a culminating event, audience members attending would be entered as indirect recipients.

- Project Budget

- Indicate how the full designation will be spent; refer to your notification letter for the specific amount.
- Your program should not overlap with a CDF-funded project. An exception may be made if it is a discrete portion/expansion of the CDF project that is excluded from the CDF project's budget. If your project falls into this category, ensure that CDF-funded activities are not included in the scope of this project budget.
- Apportion project expenses according to the categories specified on the form. Use the Notes fields to explain what the budget numbers represent in each of the fields listed. For example, if you expect to hire a choreographer as part of the program, you might enter \$5,000 on the "Other Artistic Personnel" line and include the detail " \$5,000 chorographer fee" in the corresponding notes field.
 - **Administrative Personnel:** Itemize all expenses included for Administrative Personnel.
 - **Teaching Artists:** Itemize all expenses included for Teaching Artists.
 - **Other Artistic Personnel:** Itemize all expenses included for Artistic Personnel. Costs on this line should include any artistic staff or contractors (e.g., artistic directors, performers), but *not* Teaching Artists, which have a separate category.
 - **Tech./Production Personnel:** Itemize all expenses included for Technical and Production Personnel.
 - **School Personnel (CASA or Anti-Gun Violence only):** Itemize all expenses included for any regular school staff that will be supervising activity and will be paid with initiative funds. Specify in the note if this is required by the Department of Education.
 - **Space Rentals/Utilities:** Itemize all expenses included; identify specific locations and utilities.
 - **Equipment Rentals/Supplies:** Itemize all expenses included for supplies and equipment rental. Note that DCA funds cannot be used to purchase equipment. Consumable goods like art supplies or disposable cameras that are effectively used once are allowed.
 - **Travel/Transportation:** Itemize all expenses included for Travel or Transportation. *For CASA: If the program includes field trip or other activities outside the partner school site, transportation for students must be provided at no cost to the students.*
 - **Advertising/Marketing:** Itemize all expenses included for Advertising or Marketing.
 - **Other:** Itemize all included expenses.
- If the total expenses are higher than the designation amount, indicate sources and amounts of additional income in the corresponding note. It is not necessary that the project cost more than the designation amount.

- Certification and Release

- An authorized signatory of the cultural organization must certify that the information in the synopsis form is correct and complete. (Note: This may differ from the contact person noted).