



New York City Department for the Aging



New York City  
Department of Cultural Affairs



The Council of the City of New York

## **NEW YORK CITY DEPARTMENT FOR THE AGING (DFTA)**

### **APPLICATION GUIDELINES FOR SENIOR CENTER CULTURAL INITIATIVE AWARDS**

We are pleased to announce program guidelines for the Senior Center Cultural Initiative (SCCI) awards. The awards are for nonprofit New York City (City) cultural organizations (Applicants) to provide services to older adults in collaboration with senior center programs throughout the City. In Fiscal Year 2008, funding is available for new cultural initiatives to be delivered in collaboration with senior center programs between January 14, 2008 and June 30, 2008.

Proposals will be considered for this initiative in every cultural discipline and from every area of the City. Each proposal must offer a cultural project of recognized quality for older adults, in collaboration with a senior center program. The funded services can be as diverse as the cultural organizations providing them, but they will all have a common commitment to enhancing senior center programming for older adults. The cultural services must be delivered between January 14, 2008 and June 30, 2008, the end of the City fiscal year.

Although the cultural organization is the lead applicant for these awards, the cultural organization must partner with an eligible senior center program in order to effectively propose a successful project. *Senior centers are strongly encouraged to enter into partnership with only one cultural organization.* **(For a list of eligible senior center programs and the available funding associated with each eligible senior center program go to [www.nyc.gov/aging](http://www.nyc.gov/aging).)** Only cultural organizations that received funding through Department of Cultural Affairs (DCA) FY08 CDF process or DCA's Cultural Institutions Unit can apply directly.

#### Activities not eligible for awards:

- Activities taking place outside the City
- Fundraising events and receptions
- Programs where seniors must pay an additional fee outside of the SCCI award in order to participate
- Construction or renovation of facilities
- Projects provided by organizations for which cultural activity is not a primary mission
- Projects not delivered in collaboration with an eligible senior center program

## **SUBMISSION DEADLINE AND PRE-PROPOSAL CONFERENCE(S)**

Any cultural organization interested in receiving a SCCI award in Fiscal Year 2008 between January 14, 2008 and June 30, 2008 **must** complete the enclosed SCCI Award Application. **All proposals must reach DFTA by 5 PM on Wednesday, December 12, 2007. Proposals postmarked by December 12, 2007 but arrive at DFTA after December 12, 2007 will not be accepted. DFTA will make no exceptions to this deadline.** Facsimile or electronic submissions will not be accepted. Each Applicant will receive confirmation of receipt of its proposal upon submission.

The Department of Cultural Affairs and the Department for the Aging will hold two (2) pre-proposal conferences at the NYC Department of Cultural Affairs, Room 209. The first pre-proposal conference will be at 9AM, Thursday, November 15, 2007, and the second pre-proposal conference at 4:30PM, Wednesday, November 28, 2007. Please see below for the location and directions to the pre-proposal conference(s):

NYC Department of Cultural Affairs  
31 Chambers Street, Room 209 (between Broadway and Centre Street)

4/5/6 to Brooklyn Bridge/City Hall Stop  
R/W to City Hall/Broadway Stop  
A/C/E to Chambers/WTC  
1/2/3 to Chambers Street

Attendance is optional but recommended. Please note that guests will have to present photo ID and go through a metal detector in the lobby. Inquiries on all matters concerning this application may be emailed to [culture@aging.nyc.gov](mailto:culture@aging.nyc.gov).

## **CRITERIA**

### Organizational Criteria:

1. The cultural organization must have received funding through DCA's FY08 CDF process or through DCA's CIG unit. Also, the cultural organization must have a minimum of 2 years experience in providing cultural programming.
2. The senior center with whom the cultural organization is partnering with must have received a Council funding allocation from this Initiative.

### Program Criteria:

1. Each proposed SCCI project must be conducted in collaboration with a senior center program to serve older adults. For a list of eligible senior center programs and their contact information as well as a list of eligible cultural organizations, go to: [www.nyc.gov/aging](http://www.nyc.gov/aging).
2. The purpose of the collaboration is to ensure that the project is of interest to the older adults attending the particular senior center program and that the proposed cultural/arts project take into account any particular needs of that senior center's membership (e.g. language needs, wheel-chair accessible bus/vehicle for transportation, preference for day-time activities over night-time activities, hearing/visual accommodations etc.). The proposed project will be evaluated based on these considerations relevant to each senior center.
3. Each proposed SCCI project must include as a principal goal a cultural activity of recognized quality.

4. This project will be offered at no cost to the older adults participating in the project, although the older adults may offer voluntary contributions to the senior center.
5. Arts and cultural organizations are considered the lead applicants and will be responsible for ensuring the implementation of the cultural/arts initiative.
6. Each cultural organization may partner with multiple senior centers and submit multiple proposals. However, a senior center must partner with only one cultural organization.
7. For SCCI activities that take place outside the senior center site, the SCCI project budget must include the cost of transportation and provide transportation at no cost to the participant.
8. Administrative overhead costs may not exceed 10% of the project cost and must be within the bottom line of the funding allocated for each senior center program. (Overhead costs are inclusive of any administrative costs associated with using fiscal conduits.)
9. Proposals must be within the cultural organization's artistic/cultural, administrative, and fiscal capabilities.

## **SELECTION AND REVIEW PROCESS**

To be eligible, cultural organizations must meet the organizational and programmatic criteria established by DFTA and must comply with the deadline for submitting proposals. DFTA will make no exceptions to this deadline. All applications will be reviewed and evaluated on the organizational and programmatic criteria set forth above by DFTA and DCA.

## **USE OF A FISCAL CONDUIT**

If your organization has received CDF funding or funding from the CIG Unit of the Department of Cultural Affairs, you are eligible to apply for this Senior Center Cultural Initiative (SCCI). If your organization chooses to use a fiscal conduit, please consider the following information:

- Sections I and V as well as the budget form completed by the conduit organization;
- Letter outlining the reasons for submitting a proposal through a conduit;
- Letter of agreement from the conduit organization stating under what terms and conditions they will act as your agent;
- Total administrative costs (including any from the fiscal conduit) can not exceed 10% of the grant.
- Clearly marked on all the above documents: “[Name of the Conduit Organization] FOR [Name of Your Organization]”

### Ineligible:

- Schools, colleges, universities, and libraries are ineligible for direct support. Cultural organizations housed at such institutions or separately incorporated arts centers may be eligible at the discretion of the Department.
- Agencies and departments of city, state, and federal government are ineligible.
- Individual artists
- Organizations not funded through the CDF process or CIG unit of the Department of Cultural Affairs.

**NOTE:** Organizations with a primary purpose other than arts and culture (such as a social service organization) will be considered only if they have a record of successful delivery of cultural services. Organizations that are not specifically cultural but have a longstanding commitment to cultural programs will be reviewed according to the operating income of the cultural component of its budget.

## **ELIGIBLE SENIOR CENTERS AND CULTURAL ORGANIZATIONS**

For a list of eligible senior centers and cultural organizations, please go to [www.nyc.gov/aging](http://www.nyc.gov/aging).

## **GRANT PREPARATION AND LEGAL REQUIREMENTS**

Upon making SCCI award recommendations, DFTA will prepare and execute a grant agreement with each cultural organization that receives an award, based on the proposal(s) submitted by the cultural organization. Each cultural organization receiving a SCCI award must comply with all pertinent legal requirements and will be notified of applicable regulations. Every cultural organization should be aware of the following requirements:

### Insurance:

Organizations are expected to carry adequate insurance (including, but not limited to Comprehensive General Liability, property damage, workers' compensation and disability) and are required to name the City and DFTA as an additional insured party in any policy and submit a certificate of insurance for such policies to DFTA for verification that coverage is adequate before receiving funds.

### Americans with Disabilities Act:

Every SCCI program is expected to comply with the Americans with Disabilities Act (ADA).

## **CREDIT/ACKNOWLEDGEMENT**

All programs, brochures, flyers, posters, announcements, or similar matter relating to services funded by DFTA are required to include, legibly, in appropriate type size and without abbreviation, the following statement: "This program is supported, in part, by public funds from the New York City Department for the Aging."

The DFTA logo is also required to appear on these materials. Applicants will be informed about how to obtain that logo upon notification of award. In addition to the logo and credit line above, any printed list of contributors to a program or service funded by DFTA is required to include the New York City Department for the Aging.

## **PAYMENT**

Every grant agreement includes a payment schedule based on the services provided and project costs. Funds will be released according to that schedule. Every grantee must report on its use of SCCI funds according to a schedule established by DFTA and on the forms provided by DFTA. DFTA will pay 80% of the budget at the beginning of the grant, and the final payment of 20% will be paid based on submission of a final report, accompanied by supporting documentation. Grantees that do not comply with reporting requirements in a timely manner may lose both current year funding and future funding with DCA and DFTA.

## **PERFORMANCE EVALUATION**

Because DFTA awards public funds, the expenditure of those funds is required by law to be monitored, to determine whether they are being spent in accordance with the terms of the grant agreement. DFTA bases its evaluation of performance on the quality and timeliness of the documents submitted, as well as on site visits and program reviews. Such performance record may be a determining factor if the grantee is considered for future funding with DFTA or DCA.

## **SUBMISSION OF THE APPLICATION**

***An original and four (4) copies of each proposal must be submitted. (Be sure to keep a duplicate copy.)*** Every item of information requested is essential. Do not leave blanks. If an item does not pertain to your organization, insert “N/A”. The form and all accompanying documents must be typed; handwritten applications are unacceptable. Enter cultural organization’s legal name in the space provided on each page. If you have any questions, please contact DFTA via e-mail at [culture@aging.nyc.gov](mailto:culture@aging.nyc.gov). Please send copies of the applications to:

Ana Sanchez  
NYC Department for the Aging  
2 Lafayette Street (9<sup>th</sup> Floor)  
New York, NY 10007

If hand-delivery, please note that guests will have to present photo ID and go through a metal detector in the lobby.

Any cultural organization interested in receiving a SCCI award in Fiscal Year 2008 between January 7, 2008 and June 30, 2008 must complete the enclosed SCCI Award Application.

**All proposals must reach DFTA by 5 PM on Wednesday, December 12, 2007. Proposals postmarked by December 12, 2007 but arrive at DFTA after December 12, 2007 will not be accepted. DFTA will make no exceptions to this deadline.** Facsimile or electronic submissions will not be accepted. Each Applicant will receive confirmation of receipt of its proposal upon submission.