



Cultural Projects Capital Request Form Submission

FUNDING REQUESTED FOR CITY FY 2012
(FISCAL YEAR BEGINNING JULY 1, 2011 AND ENDING JUNE 30, 2012)

IMPORTANT: Please DO NOT proceed to begin the submission process until you have completed the applicable sections of the Request Form for your project type, and have created separate files in electronic format for the completed Organization Section, each individual Appendix, and each individual attachment to be submitted.

For a list of required attachments, see the attachment checklist on the last page of the Organization Section of the Request Form and the last page of the Appendix for your project type. For example, for construction projects, upload all the applicable attachments as listed in both the last pages of the Organization Section and Appendix A (Construction or Renovation).

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When filling out this page, make sure that all the required fields are filled out and there are no validation errors (if there is a validation error, the box in question would be red).

Cultural Projects Capital Request Form Submission

1. Organization Legal Name:

2. EIN/Taxpayer ID #:

3. Submitter Contact Information:

Name:	<input type="text"/>	Phone:	<input type="text"/>
Title:	<input type="text"/>		
Email:	<input type="text"/>	Confirm Email:	<input type="text"/>

4. Based on your answers on the cover page of the Request Form, complete the following chart:

To be Submitted To	Amount
<input type="text"/>	<input type="text"/>

Insert item

(Use "Insert Item" above to add additional entries)

5. Based on the answers on the inside cover page of the Request Form, complete the following chart:

Project Type	Amount Requested
Construction or Renovation (Appendix A)	<input type="text"/>
Moveable Property - Initial Outfitting Furniture & Equipment (Appendix B)	<input type="text"/>
Moveable Property - Standalone Equipment and/or Equipment System (Appendix C)	<input type="text"/>
Vehicle Purchase(s) (Appendix D)	<input type="text"/>

6. Project(s) Title: provide a project title for each completed Appendix.

Please use the following as examples:

Appendix A – Renovation of second and third floors;

Appendix B – Initial outfitting for new facility;

Appendix C – Theatrical lighting system upgrade;

Appendix D – Backhoe

Tax ID must be nine digits.

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All required attachments are highlighted in grey. You must attach them all in order for the next button to work and advance to the next page.

Cultural Projects Capital Request Form Submission

Organization Section and Attachments

Organization Section

 [Click here to attach a file](#) *

Required Attachments for this section

- | | |
|---|---|
| II.1 Cultural Data Project (CDP) Capital Report |  Click here to attach a file * |
| II.3 Organizational Chart |  Click here to attach a file * |
| II.4 Board of Directors |  Click here to attach a file * |
| II.5 Five-Year Operating Plan |  Click here to attach a file * |
| III.2 DBAP Form |  Click here to attach a file * |
| III.3 Certificate of No Conflict of Interest |  Click here to attach a file * |

Attachments that may be required to be fully responsive to questions in this Section

- | | |
|--|---|
| II.2 NYS License & Good Standing |  Click here to attach a file |
| III.1 Restricted Fund Consent |  Click here to attach a file |
| II.6 Religious Corporation Description |  Click here to attach a file |
| II.7 Affiliates |  Click here to attach a file |

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Please note that you will only see this page if you indicated Appendix A in question 5 on the first page of this form. All required attachments are highlighted in grey. You must attach them all in order for the next button to work and advance to the next page.

Cultural Projects Capital Request Form Submission

Appendix A and Attachments

Appendix-A (Construction or Renovation)

 [Click here to attach a file](#) *

Required Attachments for this section

A.6 Scope of Work & Project Cost Estimate

 [Click here to attach a file](#) *

A.8 Current Certificate of Occupancy

 [Click here to attach a file](#) *

Attachments that may be required to be fully responsive to questions in this Section

A.1 Lease - Private Property

 [Click here to attach a file](#)

A.2 Leased City-owned Property - City Agency Statement

 [Click here to attach a file](#)

A.3 Non-City Funding Table

 [Click here to attach a file](#)

A.4 Existing Property Liens Table

 [Click here to attach a file](#)

A.5 Existing Property Lien Subordination

 [Click here to attach a file](#)

A.7 Operating Budget Impact

 [Click here to attach a file](#)

A.9 Public Availability

 [Click here to attach a file](#)

A.10 Public Advertising

 [Click here to attach a file](#)

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Please note that you will only see this page if you indicated Appendix B in question 5 on the first page of this form. All required attachments are highlighted in grey. You must attach them all in order for the next button to work and advance to the next page.

Cultural Projects

Capital Request Form Submission

Appendix B and Attachments

Appendix-B: Moveable Property for Initial Outfitting

 *

Required Attachments for this section

B.3 Moveable Property List

 *

Attachments that may be required to be fully responsive to questions in this Section

B.1 Lease - Private Property

B.2 Lease – City-owned Property

B.4 Attached Moveable Property – Owner Acknowledgment

B.5 Attached Moveable Property – Mortgage Holder /
Lienholder Acknowledgment

B.6 Public Availability

B.7 Public Advertising

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Please note that you will only see this page if you indicated Appendix C in question 5 on the first page of this form. All required attachments are highlighted in grey. You must attach them all in order for the next button to work and advance to the next page.

Cultural Projects Capital Request Form Submission

Appendix C and Attachments

Appendix-C: Moveable Property - Standalone Equipment and/or Equipment System



Click here to attach a file *

Required Attachments for this section

C.3 Moveable Property List

Click here to attach a file *

Attachments that may be required to be fully responsive to questions in this Section

C.1 Lease - Private Property

Click here to attach a file

C.2 Lease – City-owned Property

Click here to attach a file

C.4 Attached Moveable Property – Owner Acknowledgment

Click here to attach a file

C.5 Attached Moveable Property – Mortgage Holder /
Lienholder Acknowledgment

Click here to attach a file

C.6 Public Availability

Click here to attach a file

C.7 Public Advertising

Click here to attach a file

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Please note that you will only see this page if you indicated Appendix D in question 5 on the first page of this form. All required attachments are highlighted in grey. You must attach them all in order for the next button to work and advance to the next page.

Cultural Projects Capital Request Form Submission

Appendix D and Attachments

Appendix-D: Vehicle Purchase(s)

 [Click here to attach a file](#) *

Required Attachments for this section

D.3 Vehicle List

 [Click here to attach a file](#) *

D.4 Vehicle Specifications

 [Click here to attach a file](#) *

Attachments that may be required to be fully responsive to questions in this Section

D.1 Lease - Private Property

 [Click here to attach a file](#)

D.2 Lease – City-owned Property

 [Click here to attach a file](#)

D.5 Public Availability

 [Click here to attach a file](#)

D.6 Public Advertising

 [Click here to attach a file](#)

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Submissions with large attachment sizes may take several minutes to upload after hitting the submit button. **Please wait!** The length of time required is dependent on size of uploaded attachments, your Internet upload speed and the activity on the receiving server. Please allow up to 10 minutes after hitting submit. If you are waiting longer than 10 minutes, you have made a mistake and should start the submission process again.

Cultural Projects Capital Request Form Submission

Pre-Submit Instructions:

- Verify that all the information entered is correct and complete.
- The Submission ID will be displayed on the next screen. Please make a note of the Submission ID as you will need it to reference your application.
- A confirmation email with the Submission ID will be sent to the submitter.
- Once you click on the submit button, don't click it again.

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Submit