

Congratulations on your award! To receive your initial payment, you must submit the documents and information required for your award amount.

Follow the instructions carefully. Full compliance is mandatory. Log into your account in our portal (<https://dclagms.nyc.gov/grants>) to submit all your documents. Contact your program officer with any questions after reading the instructions below.

For questions or requests regarding accessibility or accommodations please contact our Disability Service Facilitator at disabilityfacilitator@culture.nyc.gov.

LOGIN: <https://dclagms.nyc.gov/grants>

DEADLINE: Friday, February 28, 2025

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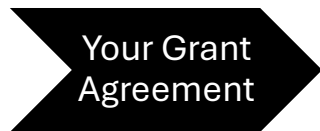
WHAT TO KNOW BEFORE YOU SUBMIT

Your Award Amount & Grant Agreement

Log into your account in our portal. Click the “View/Download” button for the current fiscal year to access your:

- Award Letter
- Grant Agreement

Your **total award amount** determines the documents you’re required to submit. See [Appendix B: Checklist and Quick Links](#) for a list of the required documents determined by your award amount.



Download, sign, and submit your
Grant Agreement.

Submission Portal

Your documents must be submitted online. Hard copies are not accepted.

Review the Grant Materials Checklist to prepare your documents. Log into your account in our portal. Navigate to the current fiscal year for CDF on your dashboard and upload your required documents by clicking on the “Payment Checklist” button on the grant tile.

Signature Requirements

DCLA will accept e-signature for ALL documents that require a signature to accommodate varying degrees of access to digital resources throughout the field.

Digital Reproduction

The preferred method of e-signing a document is to use a digital reproduction of a physical signature. The digital reproduction could be an image file of a signature written with the signer’s own hand that is inserted into the document, or a PDF of the physically signed signature page. The digital reproduction should NOT be a typed name in italics or a cursive font.

DocuSign

Documents with e-signatures submitted using DocuSign (or other secured signature equivalent) may be accepted. DCLA does not provide access to DocuSign or other software and will not reimburse fees incurred by organizations that opt to use this method.

Address Changes

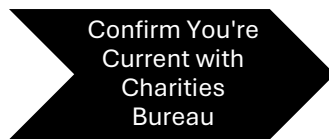
If you've moved since receiving previous funds, you must update your information in the City's Financial Management System (FMS).

Update your address online in the [Payee Information Portal](#) (PIP).

For assistance with the PIP system, contact the PIP Help Desk at PIP@fisa-opa.nyc.gov.

Be aware that organizations with an open contract with another City agency may receive an alert that they are not permitted to update their information via PIP. If that is the case for your organization, contact your designated program officer.

NY State Charities Bureau



Check your status on the
[Charities Bureau Registry Search](#)

Most nonprofit organizations that conduct charitable activities in New York are required by New York State law to be registered with the Charities Bureau of the Office of the Attorney General of New York State, and to file financial reports annually with that office. **The Department of Cultural Affairs must confirm compliance with this State requirement before funds can be conveyed to your organization.**

Consult the [Charities Bureau Registry Search](#) to confirm your status.

Filings with the Charities Bureau must be current; deadlines vary depending on the end date of your organization's fiscal year and the law under which you are required to file. If you find that your organization's status is not current, contact the Charities Bureau via email (Charities.Bureau@ag.ny.gov) to determine what is needed.

Some nonprofits may qualify for an exemption. If you're unsure if you're exempt, contact the Charities Bureau directly. If you are exempt, complete and return the [Certificate of Exemption](#) with your funding requirement materials.

Compliance with this requirement is determined by the Charities Bureau, not by DCLA. It is in addition to the documents you submit via the Payment Checklist on DCLA's portal.

Insurance Requirements

The Appendix to your grant agreement has details about insurance requirements for all organizations receiving funding from DCLA. Your organization is expected to be in compliance with those requirements. Organizations receiving grants of any size must be able to produce proof of required insurance that is compliant with the requirements noted below if requested. We will notify your organization prior to payment if this documentation is required.

Organizations that receive an award of \$100,000 or more must submit the required insurance documents through the Payment Checklist to receive an initial payment.

If your total award amount is less than \$100,000, you are not required to submit your insurance documents through the Payment Checklist.

Substitute W-9 Form



**First Time
Grantee?**

Complete and submit your
[Substitute W-9 Form.](#)

If you have not received City funding, you may need to submit your information for the City's Financial Management System (FMS).

Complete a Substitute W-9 Form and return with your FY25 Grant Materials.

Be aware, the Substitute W-9 Form is neither an IRS W-9 Form nor a New York State Substitute W-9 Form.

Confirm that the form you are submitting has the NYC logo on the upper right-hand corner of the first page. [The correct Substitute W-9 Form is available online.](#)

IF YOU RECEIVED OVER \$5,000Doing
Business
Data Form

Complete and submit your
Doing Business Data Form.

Local Law 34 of 2007 amended the City’s Campaign Finance Law and requires the City to establish a computerized database containing the names of any “person” that has “business dealings with the city” as such terms are defined in the law. To be in compliance with Local Law 34, all grant recipients with grants greater than \$5,000 are required to submit a Doing Business Data Form (DBDF). **Be sure to use our [document here](#).**

[Instructions for completing the form are online here.](#)

Please be sure to download this exact form, as it has specific information already completed at the top of the first page.

If you have completed a DBDF for us in the past and if no information needs to be updated, you may check in the form “No Change from previous Data Form dated ____.” on page 1 and fill out and sign the Certification at the bottom of page 2.

IF YOU RECEIVED \$25,000 OR MOREElectronic
Funds
Transfer

Enroll in
Electronic Funds Transfer (Direct Deposit).

If you received \$25,000 or more, you are required to enroll in Electronic Funds Transfer (EFT).

If you are already enrolled in EFT with the correct address and bank information, no action is required.

[Enroll in EFT through the Payee Information Portal](#). For assistance with the PIP System, contact the PIP Help Desk at PIP@fisa-opa.nyc.gov.

We encourage all grantees to sign up for this payment method. Otherwise, the City has instituted a charge of \$3.50 per paper check, which will be deducted from each payment.

Compliance with this requirement is determined by the citywide Department of Finance, DCLA does not process EFT enrollment requests. It is in addition to the documents you submit via the Payment Checklist on DCLA’s portal.

IF YOU RECEIVED \$100,000 OR MORE

Organizations receiving a grant \$100,000 or more must submit documentation as listed below prior to payment. Proof of coverage is required for the entire grant period from July 1, 2024 – June 30, 2025.

Click the links below to view samples of each required document (or blank copies of the forms in the case of the certifications). **Instructions on what is required for each document to be complete can be found in Appendix A.**

Commercial General Liability Insurance	The most common CGL form is the Acord 25 Certificate
Additional Insured Endorsement	The most common ISO forms are the CG-20 26 04 and CG-20 10 04
Certification by Insurance Broker or Agent	Certification that the CGL is accurate must be provided by a Broker/Agent Certification
Worker's Compensation Insurance	The most common Worker's Comp form is the C-105.2
Disability and Paid Family Leave Benefits	The most common Disability and PFL Benefits form is the DB-120.1
One Organization Certification	Name the CFO and CEO, sign and date the Organization Certification
Two Individual Certifications	The CEO and CFO must each complete an Individual Certification

IF YOU RECEIVED CITY COUNCIL DISCRETIONARY FUNDING

Lobbying Certificate

Complete and sign a
[Lobbying Certification](#)

If your CDF award includes any City Council discretionary awards or “Member Items,” you must additionally submit a Lobbying Certification. The Lobbying Certification certifies that you are compliant with City and State Lobbying Law requirements. **Be sure to use our [document here](#).** You may not submit an alternative form.

If you have any questions, consult the [City Clerk’s website](#). Any remaining questions may be addressed to our Agency Chief Contracting Officer: Sei Young Kim, at skim@culture.nyc.gov.

Confirm Your Discretionary Award(s) Cleared

Check the status of your award using the
[Discretionary Award Tracker](#)

Discretionary awards must be cleared by the City Council and Mayor’s Office of Contract Services (MOCS) to receive an initial payment. To track the clearance status of your award, use the [Discretionary Award Tracker](#) on the MOCS website. If you have questions about the status of your award, contact City Council at discretionary@council.nyc.gov.

Compliance with this requirement is determined by MOCS and the City Council, not by DCLA. It is in addition to the documents you submit via the Payment Checklist on DCLA’s portal.

Subcontracting

An organization that receives City Council discretionary funding must itself deliver the services of the funded program. They should not subcontract the primary delivery of service funded by discretionary awards to another organization except in limited circumstances.

This does not apply to hiring individuals such as performers or teaching artists as independent contractors to perform a portion of the funded service but does apply to organizations used as subcontractors.

This does include payment to another organization for direct delivery of service (e.g., performing at an event, teaching/leading workshops, or purchase of tickets to a performance). It does not include payment to another organization for goods related to execution of the project (e.g., space rental, equipment rental, transportation, or payroll/bookkeeping services).

Subcontractors must be approved by DCLA and City Council prior to any work commencing.

Payments made to subcontractors prior to receiving approval may be deemed impermissible by DCLA and Council and in that case shall not be reimbursed. Subcontractors are subject to City Council conflict of interest disclosure requirements.

If you have any questions, contact your designated program officer.

WHAT YOU SHOULD KNOW AS A GRANTEE

Payment

Once your submitted documents have been reviewed and marked complete—and additionally that you are determined compliant with the requirements in this document—your initial payment will be processed.

DCLA does not disburse payments. Award payments are disbursed by New York City’s Finance Department. Direct deposits will appear in your account from “The City of New York.”

Again, organizations that receive \$25,000 or more are required to enroll in Electronic Funds Transfer (direct deposit).

[Enroll in EFT through the Payee Information Portal](#). For assistance with the PIP System, contact the PIP Help Desk at PIP@fisa-opa.nyc.gov.

We encourage all grantees to sign up for this payment method. Otherwise, the City has instituted a charge of \$3.50 per paper check, which will be deducted from each payment.

Credit and Attribution Requirements

Grantees must comply with the credit stipulations described in the CDF Guidelines and in your FY25 Grant Agreement. They include:

- All printed or digital programs, brochures, flyers, posters, announcements, or similar matter relating to services funded by DCLA are required to include, in a legible manner, 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 of Cultural Affairs in partnership with the City Council.

- The Department of Cultural Affairs logo is also required to appear on these materials. Each organization obtaining a logo must do so subject to a standard logo policy and terms of use. To obtain our logo, [visit our website to fill out the Logo Request Form](#).

Our logo changed in July 2017. Be sure that you are using the most recent logo.

- In addition to the logo and credit line stipulated, any printed list of contributors to a program or service funded by DCLA, either alphabetical or by contribution category, is required to include the “New York City Department of Cultural Affairs.”
- Any group receiving City Council discretionary funding should be sure to acknowledge Council support and include the appropriate credit to the Council member(s) who provided it on related materials.

Reporting Requirements

All organizations funded for FY25, including those receiving multi-year support, must submit a final report on the services delivered under the Grant by the stipulated deadline. An approved report is required to receive final payment.

Final reports must be submitted by the deadline. Final reports will be due August 1, 2025. You will be notified when the final report form is available in your account in our online portal.

Once submitted, your final report will go through an approval process. Your final report must be approved to receive final payment.

- Organizations that fail to execute the funded programming or do not comply with reporting requirements will not receive any additional funds due and will be required to return all FY25 funds previously received within ninety (90) days of the close of the fiscal year.

Organizations that submit a late report or fail to submit an FY25 report may be **ineligible** for consideration in FY26 and FY27. Reporting will be required before any organization can be considered for funding in any subsequent year.

- Organizations that (1) do not report on received funding AND (2) do not return funds advanced in FY25 will be **ineligible** for any future support from the agency.

The return of signed Grant Agreements will acknowledge that the organization understands the implications of noncompliance, will comply with all reporting requirements, and will be subject to the penalties noted.

Site Visit and Program Attendance

The Programs Unit welcomes the opportunity to better know your work and operations.

Site visits by our staff allow us to evaluate compliance as well as to build a body of information that better informs our panels, our agency, and others about the services you provide. Site visits consist of attendance at performances, presentations, exhibitions, classes or other activities, both online and in person.

Be sure to add your designated program officer to your mailing list so that we are kept up to date with news about your activity. You are welcome to extend personal invitations to the appropriate DCLA staff to attend events and performances. In addition to site visits, we may from time-to-time request administrative meetings with your key staff and/or Board members.

Contact Information

It is necessary that you keep your contact information up to date so that you can receive our correspondence during the grant period.

Log into your account in our online portal to adjust your Account Profile. Be sure that the email address for your Primary User is always current. Only the Primary User may add new users or delete inactive profiles.

Instructions for adding and deleting users can be found in the [Registration Help Guide](#) on our website.

Consider Serving as a Panelist

To ensure a peer review cohort that reflects the NYC arts and cultural community, we seek panelists that represent the diversity of New York City, particularly with regard to race, ethnicity, gender, sexuality, age, and ability.

We invite you to submit a [Panelist Submission Form](#) for the upcoming CDF grant cycle to be considered as a panelist.

Your grant materials must be submitted online no later than **Friday, February 28, 2025.**

APPENDIX A: Instructions to Complete Insurance and Certification Documents

Organizations receiving a grant of \$100,000 or more must submit the required insurance documents and certification forms listed below prior to payment.

Some organizations, insurance companies, or brokers may use different acceptable forms. Regardless of the form used, the specific requirements outlined below must be met.

To meet the requirements:

- We recommend that you contact your insurance broker or representative and share the following requirements with them.
- Organizations using a fiscal sponsor, may list either the conduit or the applicant organization as the insured entity on the certificate they provide.

Requirements for all insurance certificates:

- Coverage is required for the entire grant period: **July 1, 2024 – June 30, 2025.**
- Because your insurance coverage period may differ from the grant period, multiple certificates may need to be submitted that demonstrates coverage since July 1, 2024. (For example: Sept. 2023-2024 as well as Sept. 2024-2025).
- If insurance coverage for the entire grant period has not yet been acquired, the certificate(s) submitted by your organization must cover, at minimum, July 1, 2024 through the date you submit your grant materials.

Commercial General Liability (CGL) Insurance Certificate Requirements

The Acord 25 certificate is the most common CGL form used, and [this sample form](#) is provided for your reference. CGL Insurance must:

- Be presented in tandem with an Additional Insured Endorsement to confirm that the City is an additional insured.
- Indicate that:

"The City of New York, including its officials and employees, is an additional insured."

This exact language must be used. The Department of Cultural Affairs, or any specific city agency, must NOT be specified.

On an Acord 25 certificate this information should be including in the “Description of Operations” field.

- Identify the Department of Cultural Affairs as the “Certificate Holder” using this specific address:
**City of New York
Department of Cultural Affairs
31 Chambers Street, 2nd Floor
New York, NY 10007**
- Include the following information in the “Certificate Holder” field on an Acord 25 certificate.
 - The insurance company’s information and Producer’s name, address, and phone number must be included.
 - The NAIC Insurance Code must be typed for all insurers affording coverage.
- Protect the City and Grantee from claims for property damage and/or bodily injury, including death that may arise from any of the operations under the Grant Agreement.
- Be in the amount of at least One Million Dollars (\$1,000,000) per occurrence.
- Be in the amount of at least One Million Dollars (\$1,000,000) for personal and advertising injury (unless waived in writing by the New York City Law Department).
- Be “occurrence” based rather than “claims-made”.
- Be at least as broad as that provided by the most recently issued Insurance Services Office (“ISO”) Form CG 00 01.
- Name the City of New York, including its officials and employees, as an Additional Insured with coverage at least as broad as the most recently issued ISO Form CG 2010 or CG 2026;
- Be maintained with companies that are authorized to issue the policy and have an A.M. Best rating of at least A- / VII, a Standard & Poor’s rating of at least A, a Moody’s Investors Service rating of at least A3, a Fitch Ratings rating of at least A- or a similar rating by any other nationally recognized statistical rating organization acceptable to the New York City Law Department unless prior written approval is obtained from the New York City Law Department.

- Be primary (and non-contributing) to any insurance or self-insurance maintained by the City.

If your organization does not carry Commercial General Liability insurance for the full grant period, the DCLA Commissioner may, in their discretion, allow your organization to instead maintain Special Event Insurance for your specific funded activities. This documentation is expected to meet the same requirements as those outlined above for the limited period and must cover all DCLA-funded activity.

Additional Insured Endorsement

Presented in tandem with the proof of General Liability Cover, the “Additional Insured Endorsement” modifies your Commercial General Liability policy to include the City as additional insured.

The form must indicate that:

“The City of New York, including its officials and employees, is an additional insured.”

This exact language must be used. The Department of Cultural Affairs, or any specific city agency, must NOT be specified.

A funded organization’s CGL policy naming the City, including its officials and employees, as an additional insured must be in effect for the entire grant term, July 1, 2024 to June 30, 2025.

ISO Forms [CG-20 26 04](#) or [CG-20 10 04](#) are each commonly used. These samples are provided for your reference. You only need to submit one type of form.

Certification by Insurance Broker or Agent

Presented in tandem with the proof of General Liability Coverage, the insurance broker or agent must also certify on the provided [Certification by Insurance Broker or Agent](#) form that the information contained on the Acord certificate, or other certificate used to show proof of Commercial General Liability coverage, is accurate.

Worker’s Compensation

If your organization has compensated employees (as defined by New York State Workers’ Compensation Law and Disability Benefits Law), you are required to have adequate coverage. Acceptable forms of documentation:

- The C-105.2 is commonly used. [This is a sample form](#) provided for your reference.
or
- If you are insured by the New York State Insurance Fund (NYSIF), you may obtain a U-26.3 at the [Fund’s website](#).

or

- If your organization has no employees as defined by New York State law and you are not required to carry workers' compensation and/or disability benefits coverage, you must submit a signed Certificate of Attestation of Exemption ([CE-200](#)). Organizations can use [New York Business Express](#) to file and obtain a Certificate of Attestation online. [Review this document for additional instructions.](#)

Disability and Paid Family Leave Benefits

If your organization has compensated employees (as defined by New York State Workers' Compensation Law and Disability Benefits Law), you are required to have adequate coverage.

Acceptable forms of documentation:

- The DB-120.1 is commonly used. [This is a sample](#) form provided for your reference.
- or
- If your organization has no employees as defined by New York State law and you are not required to carry workers' compensation and/or disability benefits coverage, you must submit a signed Certificate of Attestation of Exemption ([CE-200](#)). Organizations can use [New York Business Express](#) to file and obtain a Certificate of Attestation online. [Review this document for additional instructions.](#)

Certification Documents

Agreements with organizations receiving \$100,000 or more require additional review prior to issuing initial payment. Awards of this size may take longer to process. Submit signed copies of the below forms:

Organization Certification

Submit one [organization certification](#), signed and dated.

If any of the statements are not true, an explanation on a separate sheet must be appended as a second page to the Certificate PDF to be uploaded.

Individual Certifications

Submit two [individual certifications](#), signed and dated: one each for the CEO/Executive Director and CFO/Treasurer.

If any of the statements are not true, an explanation on a separate sheet must be appended as a second page to the Certificate PDF to be uploaded. If your CEO and CFO are the same individual, you can complete one form, listing both titles.

APPENDIX B: Checklist and Quick Links

	AWARD AMOUNT			
	\$5,000 or Less	Over \$5,000	\$25,000 +	\$100,000 +
<input type="checkbox"/> Signed CDF Grant Agreement	X	X	X	X
<input type="checkbox"/> Confirm You're Current with NY State Charities Bureau	X	X	X	X
<input type="checkbox"/> Doing Business Data Form		X	X	X
<input type="checkbox"/> Register for Electronic Funds Transfer			X	X
<input type="checkbox"/> Commercial General Liability Insurance				X
<input type="checkbox"/> Additional Insured Endorsement				X
<input type="checkbox"/> Certification by Insurance Broker or Agent				X
<input type="checkbox"/> Workers' Compensation Insurance				X
<input type="checkbox"/> Disability Benefits Insurance				X
<input type="checkbox"/> One Organization Certification				X
<input type="checkbox"/> Two Individual Certifications				X

For grantees that are newly funded:

- ☐ [Substitute W-9 Form](#)

For grantees receiving City Council Discretionary funding:

- ☐ [Lobbying Certification](#)
- ☐ [Confirm Your Discretionary Award\(s\) Cleared](#)