

The Department of Cultural Affairs (DCLA) is pleased to launch the fiscal year 2024 (FY24) Cultural Development Fund (CDF) grant application for New York City nonprofit arts and cultural organizations.

DCLA is a mayoral agency charged with the administration of city funds in support of arts and culture throughout the five boroughs of New York City. CDF is DCLA’s competitive, peer-evaluated grant process that supports a broad, multidisciplinary group of diverse NYC-based nonprofit organizations for their arts and cultural services and is managed by the agency’s Programs Service Unit.

For questions or requests regarding accessibility or accommodations, please contact Sara Cobb, DCLA’s Disability Service Facilitator, at disabilityfacilitator@culture.nyc.gov.

FY24 carries forward the reforms instituted in FY23 that followed a multi-year review of the CDF process through an equity lens. To learn more, visit our [website](#).

A [downloadable worksheet](#) version of this application is available online for your reference. You must submit your application online.

The online CDF application can be accessed on the [Applying page](#) of our website.

DEADLINE: Tuesday, May, 9, 2023, 5:00PM (ET)
No exceptions.

CONTENTS

TECHNICAL ASSISTANCE..... 2

ORGANIZATIONAL ELIGIBILITY 2

SUBMITTING A COMPETITIVE PROPOSAL..... 3

PROJECT QUALIFICATIONS..... 4

CREATE NYC INITIATIVES..... 5

PANEL REVIEW CRITERIA..... 7

FUND ALLOCATION 9

SINGLE AND MULTI-YEAR AWARDS 10

SUBMITTING A COMPLETE APPLICATION 11

APPENDIX A: GRANT ADMINISTRATION AND LEGAL GUIDELINES..... 13

APPENDIX B: GLOSSARY 15

APPENDIX C: CITY BUDGET PROCESS AND DISCRETIONARY SUPPORT..... 17

TECHNICAL ASSISTANCE

Contact your DCLA program officer via email with questions about the FY24 CDF application. New applicants may contact our Program Services Help Desk at cdfhelpdesk@culture.nyc.gov. We strongly urge you, additionally, to [register to attend](#) a public webinar. The first webinar will be recorded, captioned, and made available on our website. A schedule of office hours will be published after the application launch for applicants with further questions. If you are experiencing technical difficulties with the online form, [contact us online](#).

ORGANIZATIONAL ELIGIBILITY

Eligible organizations will:

- Be either a nonprofit arts or cultural organization, or a nonprofit organization that has an arts or culture component in its broader mission.
- Demonstrate successful delivery of arts and cultural services in New York City for the last two consecutive years.
- Be based in New York City and able to demonstrate administrative and programmatic operations within any of the five boroughs of New York City. Your administrative address is determined by your IRS 990, 501(c)(3) letter, and other publicly available information.
- Possess a unique Federal Employee Identification Number (EIN).
- Be certified as tax exempt under Internal Revenue Service Code Section 501(c)(3); or be an incorporated nonprofit that uses a DCLA pre-approved, New York State incorporated tax-exempt fiscal sponsor. **Only nonprofit organizations are eligible to apply, regardless of whether they use a fiscal sponsor.** Limited Liability Companies, Benefit corporations, Limited Partnerships, and individual artists are not eligible to apply.
- Be incorporated in New York State as a nonprofit organization no later than the organization's fiscal year 2021.
- Be compliant with annual State and Federal filing requirements for nonprofit organizations, including New York State Charities Bureau filings.

The following entities are not eligible to receive CDF funds:

- Unincorporated individual artists or artist collectives
- Limited Liability Companies, Benefit Corporations, Limited Partnerships
- Parent Teacher associations or organizations
- Nonprofit organizations without IRS 501(c)3 tax exempt status that do not utilize an eligible fiscal sponsor
- Nonprofit organizations with chapters, offices, branches, or general activity in New York City but that are administratively based outside of New York City
- Members of DCLA's Cultural Institutions Group
- Programs of City, State or Federal agencies
- Libraries or degree-granting institutions, including schools, colleges, and universities; organizations that are affiliated with such institutions should contact DCLA prior to applying to determine eligibility
- Organizations without a history of providing services in arts and culture as well as related income and expenses in the last two years
- Organizations that are not in compliance with DCLA's previous grant reporting requirements

We encourage you to contact the Program Services Help Desk at cdfhelpdesk@culture.nyc.gov with questions pertaining to eligibility well in advance of the application deadline.

SUBMITTING A COMPETITIVE PROPOSAL

The fundamental requirement for all proposals is that they represent a cultural activity of recognized quality that is offered to the public during the grant period. Awarded project proposals can be as different as the organizations providing them, but they will all have a common commitment to public service and public participation in arts and culture.

The CDF supports services in every cultural discipline. The audiences for these services—whether the general public or project-specific participants, such as students, arts professionals, older adults, or another group particular to your programs—must be able to access your proposed project in New York City during the **FY24 grant period: July 1, 2023 to June 30, 2024**.

You must propose one project for support in your FY24 application. If awarded funds, your proposed project will form the scope of service in the agreement between you and DCLA.

Competitive proposals will:

- Demonstrate cultural activity of recognized quality
- Provide a high level of detail in the narrative sections that is descriptive and responsive to the evaluation criteria
- Demonstrate the organization's commitment to access, equity, and inclusion throughout the application
- Contain specific and measurable goals, objectives, and benchmarks
- Be within the organization's artistic/cultural, administrative, and fiscal capacity
- Include a budget that shows diverse funding streams; this includes a mix of individual donations, earned income, foundation and corporate support, and other government support where appropriate
- Demonstrate artists' fees at a level consistent with a professional wage

Ineligible proposed projects include:

- Non-arts activity; we include the humanities and natural sciences in our definition of culture but not physical fitness, social services or general education services like college prep or homework help
- Any activities funded by a City Council Initiative administered by DCLA (e.g., CASA, CTC, Cultural Immigrant Initiative, SU-CASA, Anti-Gun Violence)
- Activities that lack a public component
- Strategic planning, including capacity building
- Fundraising events and receptions
- Construction or renovation of facilities, including the purchase of equipment
- Religious activities or programs with religious content
- Lobbying or government advocacy efforts

PROJECT QUALIFICATIONS

We have identified the following priority areas of focus for support. Your proposed project does not need to meet all areas listed but should align with at least one. Note that the examples given below are not all-inclusive:

Artistic Dialogue

- Forum for new or previously created works for public presentation during the grant period
- Support of informed cultural public discourse
- Works that engage multiple genres or disciplines

Preservation

- Of New York City's rich cultural heritage
- Of the cultures of New York's diverse populations
- For public access to historic artifacts or sites relevant to New York City
- Of reference materials and documentation of a discipline with a public service component

Services to the Field

- Services to the creative community
- Professional training within a discipline
- Workforce development for cultural workers
- Supportive services to organizations serving a discipline

Arts Education

- Ongoing and/or sequential arts programs for children, youth, or other targeted audiences
- Cultural activities in schools, including programs that are related to curricula
- In-school artist residencies
- Arts programs for children and adult learners at cultural organizations

Humanities

- Passing cultural knowledge or practices to individuals or communities
- Expression of or learning about practices rooted in humanities
- Exploration of environmental and natural sciences
- Promoting an ethnic heritage in New York City

CREATE NYC INITIATIVES

When available, funding is provided for Create NYC Initiatives. Recent allocation are the Language Access Fund (LAF) and the Disability Forward Fund (DFF). These initiative-specific funds do not apply to every applicant. To be considered for either initiative, you must describe your initiative-related activities in your project proposal. Awards are subject to available funding.

Language Access Fund

LAF was created to expand opportunities for the cultural community to remove language barriers and support access to arts and culture for all New Yorkers. If you would like to be considered for LAF, you must describe the activities related to LAF in your project proposal. If your award includes LAF, the amount will be added to your total CDF award. The goals for LAF are to:

- Support substantive projects that deepen engagement with audiences whose primary language is not English as well as English Language Learners (ELL) and/or American Sign Language (ASL).
- Support work created and presented in other languages, including bilingual and multilingual projects.
- Expand K–12 arts education opportunities and cultural programs for ELL students.
- Motivate the cultural sector to be accessible to and inclusive of individuals who are non-English speakers, ELLs, or ASL users.
- Support the translation of cultural programming and communication into multiple languages, including ASL.

Grant recipients will:

- Provide clear articulation of proposed activities related to LAF goals in their CDF project proposal.
- Demonstrate the capacity to realize the proposed activities during FY24.
- Include a thoughtful explanation of how the activities increase or deepen engagement with non-English speakers, ELLs, or ASL user.

Disability Forward Fund

DFF was created to promote new and ongoing programs that meaningfully engage people with disabilities. It is also for the creation and presentation of work that directly or indirectly reflects the disability experience by or with artists with disabilities. If you would like to be considered for DFF, you must describe the activities related to DFF in your project proposal. If your award includes DFF, the amount will be added to your total CDF award. The goals for DFF are to:

- Support substantive projects that deepen cultural engagement for people with disabilities.
- Support new work created by or with people with disabilities.
- Advance the employment of people with disabilities working as artists or cultural workers.
- Motivate the cultural sector to be equitable for and inclusive of individuals with disabilities.
- Promote exemplary models of diverse and creative approaches to engaging disability communities through cultural programming.

Grant recipients will:

- Provide clear articulation of proposed activities related to DFF goals in their project proposal.
- Demonstrate the capacity to realize the proposed activities during FY24.
- Include a thoughtful explanation of how the activities increase or deepen a commitment to the inclusion of people with disabilities.

PANEL REVIEW CRITERIA

CDF applications will go through a competitive panel review during spring and summer of 2023. Proposals are reviewed by peer panelists who have current expertise in arts and culture in New York City.

Your application will be evaluated based on the following three weighted evaluative criteria. The bullet points below are examples of meeting the criteria and are offered only as a guide. You do not have to include each bullet in your application, nor should they limit the ways that your organization demonstrates each criterion.

Public Service & Impact (45% of score)

The organization provides arts and/or cultural programming in the five boroughs of New York City during the grant period with consideration toward accessibility, affordability, and equity. The organization provides detail on the intentional effect of its cultural programming on the recipients of the service in alignment with its stated goals. Evidence may include:

- A project that invests in the cultural ecosystem or increases arts and cultural exposure
 - Explicit efforts to engage diverse audiences illustrative of the organization’s community, such as programming a cross-cultural or culturally responsive project, empowering historically underserved neighborhoods with resources, or building key program partners
 - Reduced financial barriers with relative affordability by using discount programs, scholarships, sliding scale prices, or other subsidies
 - Integrating or implementing community input, a representative advisory committee, or other integral methods for community self-determination
 - Expanded accessibility such as providing reasonable accommodations, producing multilingual programs or materials, offering transportation or mobile projects, or providing other methods of equitable access to information, activities, and surroundings
-

Organizational Accountability (40% of score)

The organization demonstrates accountability, sustainability, and the capacity to provide cultural programs that are realistic and relevant to its mission, focus, and audiences served. Evidence may include:

- Responsible and stable fiscal planning—appropriate to the organization’s budget size and age—with a demonstration of delivering the proposed project
- Consideration for diverse perspectives in activities such as organizational planning, participatory budgeting, board development, community engagement, or outreach
- Equitable approaches and targets for fair compensation, staff empowerment, stakeholder feedback, and representation of the community in the organization
- Inclusive practices and policies, including evidence of efforts to recruit, retain, and advance the staff, leadership, board, and supportive network
- Accessible offerings and formats—developed for information distribution, organizational activities, and the workplace and project sites—that are communicated clearly to the staff, board, support team, and constituents

Quality (15% of score)

The organization demonstrates evidence of quality in the execution of its arts and cultural programs. Consideration is informed by a relative level of standard that is appropriate to the participants in those disciplines and genres and not in comparison to any single standard of excellence. Evidence of this may include:

- A comprehensive proposal with supporting materials that demonstrate the project's relevance to its community, clarity in its commitment, and confidence of its deliverability
- Expertise and experience of program providers, including artists, educators, speakers, and others
- Ongoing creative collaborations with organizational partners and cultural workers that foster community engagement and culture in New York City
- Activities that are open, create communal meaning, engage audience imaginations, and enhance participation
- Integrity in exploration and development of artistic discipline/genre/form, cultural preservation, or pedagogy
- Project design that aligns with the mission, offers multiple points of entry, uses assessment and evaluation, and has an authentic relationship with its community

FUND ALLOCATION

Your budget category for FY24 is determined by your FY21 operating income. The minimum and maximum awards determined by panel score in each budget category are below. All awards will be adjusted to available funding.

FY21 Operating Income	FY24 Minimum Panel Award	FY24 Maximum Panel Award
< \$25,000	\$10,000	\$10,000
\$25,000–\$99,999	\$10,000	\$20,000
\$100,000–\$249,999	\$15,000	\$30,000
\$250,000–\$499,999	\$20,000	\$40,000
\$500,000–\$2,999,999	\$30,000	\$60,000
> \$3,000,000	\$50,000	\$100,000

You must include a request amount as part of the proposed project budget. Organizations with FY21 operating income under \$25,000 are only eligible for a \$10,000 award and should request that amount in the project budget.

Request amounts should reflect a reasonable investment in the proposed project that makes sense within the context of your organizational budget. DCLA cannot fund more than 75% of the total cost of a project. If you request \$0, your application will not be reviewed by a panel.

CDF funding is for your project proposal expenses. Expenses may include programmatic operating expenses such as staff salaries, space rentals, insurance costs, or any other costs incurred to realize your proposed project.

If you are seeking both CDF and City Council Member Item support, include them together by combining your expected Member Item amount with your CDF request amount. More information about Council funding can be found in Appendix C.

An organization’s award will be determined as follows:

1. Five panelists will each score the application using the three weighted criteria listed in these guidelines. Panelists will generate a final average score for each application after facilitated review.
2. DCLA’s FY24 adopted CDF budget will determine the percentage of all applicants to be awarded. We intend to maintain a practice of funding applicants at a high percentage, between 70 and 80 percent.
3. Organizations scoring high enough to be funded will automatically receive the minimum panel award in their budget category.
4. Additional funding is determined by their percentile—how well they performed among all funded applicants—and added to their minimum.

Language Access Fund and Disability Forward Fund may be additionally available by agency priorities after budget adoption. All awards will be adjusted to available funding.

Example

Here are two examples of awarded organizations. Their final percentile indicates how well they performed among all funded applicants. The closer to 100%, the higher their final average score. The higher the organization’s percentile, the higher the percentage of their minimum award that is added to their panel award.

Organization	FY21 Budget category	Final Percentile among funded applicants	Award Minimum	Panel Award: minimum plus additional funding determined by percentile
Organization 1	\$25,000–\$99,999	96%	\$10,000	\$19,625
Organization 2	\$500,000–\$2,999,999	46%	\$30,000	\$43,875

Note that all figures are adjusted to available funding and subject to change based on the stability of our agency’s and the city’s budget for fiscal year 2024.

SINGLE AND MULTI-YEAR AWARDS

Organizations that did not apply in FY23 are eligible for a single-year award. All other organizations will be eligible for three-year commitments. Renewal applications are required during two and three-year commitments and will not go through panel review.

Organizations that receive multi-year support must comply with our annual reporting protocols and must submit a complete, eligible renewal application to receive future funds.

SUBMITTING A COMPLETE APPLICATION

The CDF application is accessible via the [Applying page](#) on our website. You must submit your application by the deadline: Tuesday, May 9, 2023, 5:00PM (ET). Late submissions are not eligible for funding. We do not accept any hard-copy supplemental materials.

Gather the documents below to submit as part of your CDF application.

Organizational Background Materials

One PDF file—up to 10 pages—that establishes your arts and cultural public engagement over the past three years at least. This can include programs, press, marketing materials, letters of recommendation, curricula, testimonials, and artist biographies. Your submission will be shared with panelists and will contribute to the evaluation of your proposal. **Do not include hyperlinks.**

Work Samples

In addition to your organizational background materials, you may share up to two (2) work samples showcasing your best programming **relevant to your CDF project proposal**. Work samples are a way to provide context for your proposed project. Including work samples is optional. Panelists will be instructed to review up to two (2) minutes of each submitted work sample.

Your work samples may include but are not limited to:

- A two-page PDF of images or creative writing samples from past programming. Any PDF cannot exceed two pages.
- Links to *specific* programmatic webpages or social media posts from past programming.
- Vimeo and/or YouTube links showing audio/visual work of past programs. If your video should be reviewed at a certain cue time, please include this in the embedded link that you provided.

Links to materials must be publicly accessible and not password protected through summer 2023. Physical work samples sent to the DCLA offices and/or links that require log in or password will not be considered for panel review. File folders and downloadable files on cloud-based storage platforms, such as DropBox or Google Drive, will **not** go to panel review either.

Panelists will be instructed not to peruse general organizational websites or social media pages. The optional materials provided should exemplify your best programmatic work relevant to your CDF proposed project.

IRS 501(c)(3) Letter

A copy of your IRS 501(c)(3) determination letter. The address on this letter will be used to determine your New York City residency status.

Filing and Financial Documents

A copy of each of the applicable financial documents listed in the table below for your organization’s fiscal year ending in 2021. The addresses on your documents will also be used to determine your New York City residency status.

FY21 Operating Income	Federal Documentation	Financial Statement	Notes
Under \$50,000	FY21 IRS 990-N (postcard)	Signed Treasurer’s Statement*	The NYS Charities Bureau does not accept 990-N for annual reporting purposes. Organizations should consider filing Form 990-EZ with the IRS to comply with Charities Bureau requirements.
\$50,000–\$249,999	FY21 IRS 990		
\$250,000–\$999,999	FY21 IRS 990	FY21 Independent Accountant’s Review	
\$1,000,000 and over	FY21 IRS 990	FY21 Audited Statement	Audit thresholds changed in 2020 per the New York State Nonprofit Revitalization Act. Submit the same FY21 financial statements filed with the NY Charities Bureau.

*You may submit the Signed Treasurer’s statement by using our template found on the [Applying page](#) of our website. Or, you may use one of your own choosing. It must provide the same basic financial information and be signed by your board’s chair or treasurer.

Organizations Applying with a Fiscal Sponsor or Conduit

For these organizations the following documentation is also required:

1. A copy of proof of incorporation as a nonprofit organization in New York State. Acceptable forms of documentation include NYS incorporation certificate and Board of Regents Charter under 216 of the State Education Law.
2. A letter from the fiscal sponsor indicating that it has agreed to act as a fiscal sponsor for DCLA's Fiscal 2024 CDF application. This letter must be dated January 1, 2023 or later.
3. A copy of the fiscal sponsor’s IRS 501(c)(3) determination letter in lieu of the applicant organization’s IRS 501(c)(3) letter.

Organizations with a Primary Mission Beyond Arts and Culture

These include Social/Multi-Service, Religious or General Educational Organizations. These organizations should self-identify as Non Arts and Culture organization types in the online application.

For these organizations, where arts/culture is not their primary focus, the following documentation is also required:

1. A full organizational budget on DCLA’s template, found in the [Applying page](#) of our website.
2. You will provide your cultural income and expense budgets in your CDF application. Your full organizational budget will further illustrate the scope of your activities for the panel and be uploaded.

APPENDIX A: GRANT ADMINISTRATION AND LEGAL GUIDELINES

If you are awarded funds, we prepare a grant agreement with based on your application project proposal. Someone from your organization who has signatory authority then signs the grant agreement. All groups that receive City support through us must comply with all pertinent City, State and Federal legal requirements. We will notify you separately if a confirmation of compliance with particular regulations is necessary. In addition, every funded organization should comply with the following requirements.

Insurance

All funded organizations are required to maintain appropriate insurance, including Commercial General Liability (“CGL”), Workers’ Compensation, and Disability and Paid Family Leave Benefits insurance, and to specifically name “the City of New York, including its officials and employees” as an additional insured (CGL policy and Additional Insured Endorsement only). Organizations that receive grants of \$100,000 or more are required to submit certificates of insurance for such policies, a certification of insurance broker or agent (CGL policy only), and an additional insured endorsement (CGL policy only). Note: Such a funded organization’s CGL policy naming “The City of New York, including its officials and employees” as an additional insured must be in effect for the entire grant term, July 1, 2023 to June 30, 2024. By submitting an application for a Cultural Development Fund grant, the applicant, if funded by a grant of over \$100,000, agrees to comply with this requirement, unless a written waiver is provided by the Commissioner.

Americans with Disabilities Act Compliance

Every funded organization is expected to comply with the Americans with Disabilities Act (ADA), New York State Human Rights Law, and New York City Human Rights Law.

Conflicts of Interest

The New York City Charter requires those persons doing business with the City to report personal and financial relationships between all City Elected Officials, persons or firms associated with the City Elected Official, and the organization and its staff that could give rise to an actual conflict of interest or the appearance of a possible conflict of interest. These may include individuals, consultants, or independent contractors, and personal interests may include:

- The spouse, domestic partner, or family member of a director, officer, or employee of the organization
- A person who has a financial relationship with a director, officer or employee of the organization
- An elected official or other officer or employee of the City of New York
- The spouse, domestic partner or family member of an elected official that allocated funding to the organization
- A person who has a financial relationship with the elected official that allocated funding to the organization

Credit

All programs, brochures, flyers, posters, announcements or similar printed or electronic matter relating to services funded by DCLA are also 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.”**

All funded organizations are required to use DCLA's logo consistent with DCLA's terms and conditions; upon notification of an award, groups may request the logo on DCLA's website:

<https://www1.nyc.gov/site/dcla/about/logo-request-form.page>.

DCLA's logo was updated in 2017. Funded organizations are required to use the current logo.

In addition to the logo and credit line stipulated, any printed list of contributors to a program or service funded by DCLA is required to include the "New York City Department of Cultural Affairs" in the applicable alphabetical and/or contribution category list.

Payment

Every grant agreement includes a payment schedule that is based on the services provided and associated costs. Most organizations will receive up to 80% of the total award as an initial payment once compliant with City funding requirements.

Funds will not be available until after the start of FY24, when the City's budget is adopted. Notification of the outcome of the funding process will be sent after the start of the grant period. All funded organizations are expected to move forward with their projects regardless of the dates of notification and first disbursement of funds.

Final payment is based on submission and agency approval of a Final Report which includes an online form as well as supporting documentation. If the City budget demands, reductions may be taken against final payments.

Every organization must report on its use of public funds provided by DCLA according to a schedule established by and on the reporting forms required by the agency. Organizations that do not comply with reporting requirements in a timely manner may lose current-year funding and be ineligible for future funding.

While applicants must apply for project-related public services (rather than general operating support), funds received can be allocated to any project-related operating costs of the grantee organization (such as staff salaries, space rentals, etc.) other than capital expenditures, fundraisers, or government advocacy efforts, provided the projected services have been delivered as described.

Performance Evaluation

Because DCLA awards public funds, the expenditure of those funds is required by law to be monitored to assure funds are being spent in accordance with the terms of the grant agreement. Information regarding upcoming activities should be provided to the Program Services Unit on a regular basis, and Program Services staff should be extended an invitation to view the funded activities. Organizations may also be required to provide additional information after the application has been submitted. The organization's prior performance record may be a determining factor when considering future funding.

Legislative Notification

We encourage each organization to keep its elected and appointed representatives in City government informed of its activities. The City Council, the Borough Presidents, and other elected officials are critically important to the process of funding cultural organizations. DCLA suggests that copies of this proposal be given to the Council Members, Borough Presidents, and District Managers of the Community Boards representing the districts and boroughs that the organization serves. Contact information for all elected officials can be found on the City's website: www.nyc.gov.

APPENDIX B: GLOSSARY

This appendix provides information on how the Department of Cultural Affairs defines key terms related to diversity, equity, inclusion, and access, as well as other terms relevant to our CDF application.

Access

Improving access means reducing economic, social, communication, and physical barriers to inclusive participation. Accessibility describes the degree to which an environment, service, product, or program allows access and eliminates barriers to participation by diverse or underrepresented communities, especially people with disabilities.

Audience

Audience includes any people who benefit from your programs and activities. This can include audience members who are spectators. It can also include individuals or groups of people—such as students, artist cohorts, cultural professionals, older adults, or another specific group—who are participants within a program or project. Direct recipients are individuals who directly benefit from your project proposal. Indirect recipients are secondary audiences. For example, an arts education project might have direct recipients who are high school students participating in making art. The indirect recipients might be their friends and family who attend the culminating exhibition of their artwork.

Diversity

Diversity is broadly defined as inclusive of communities representing categories of identity. The definition of diverse communities includes those marginalized groups that have historically experienced a lack of access to financial resources and/or social and organizational mobility. We note the significant and vital interconnection, overlap, and intersectionality between these communities.

Inclusion

Inclusion refers to the degree to which all people, including people with disabilities, with diverse perspectives and backgrounds are able to participate fully in the decision-making processes of an organization or group and in all elements of an organization, performance, event, or programs. While a truly inclusive group is necessarily diverse, a diverse group may or may not be “inclusive.”

People with Disabilities

The New York City Human Rights Law defines disability as any physical, medical, mental, or psychological impairment, or a history or record of such impairment, and includes a full range of sensory, mental, physical, mobility, developmental, learning, and psychological disabilities—whether they are visible and apparent or not.

POC Communities

DCLA understands that there is much diversity within Black, Latinx, Indigenous, Asian, Pacific Islander, Middle Eastern, and all People of Color. We also understand that each group's historical and current experience with racial inequality is different. The CDF application will use the term People of Color (POC) as a unifier and to call attention to the

collective solidarity efforts made to push against racial systemic injustices felt within each of our communities (with thanks to HueArts NYC for this language).

Primary Language Other than English

With more than 3 million foreign-born residents from more than 200 different countries, New York is home to one of the most diverse populations in the world. New Yorkers come from every corner of the globe and speak over 200 different languages. Nearly one-half of all New Yorkers speak a language other than English at home, and almost 25%, or 1.8 million persons, are not English proficient.

APPENDIX C: CITY BUDGET PROCESS AND DISCRETIONARY SUPPORT

City Budget Process

Each year, the Mayor issues a preliminary budget in January as one of the first steps in the City's annual budget process. The preliminary budget contains proposed allocations for each agency, including the Department of Cultural Affairs, listed in summary form. Following public hearings before the City Council and the Borough Presidents, the Mayor's executive budget is issued in late April. Thereafter, additional public hearings are held before the City's elected officials. The final budget is then adopted by the City Council in June, signed into law by the Mayor and certified by the Comptroller and City Clerk.

Member Item Support

During this budget adoption process, members of the City Council may designate cultural organizations for single year discretionary (or "Member Item") support, which may be allocated through DCLA's budget when it is for cultural activities. Discretionary awards are for one year only.

Organizations seeking or receiving City Council discretionary support to be administered by DCLA in FY24 must submit the CDF application by the May 9 deadline. (Note: it is possible to receive Member Item funding through other City agencies without submitting a CDF application.) In addition, organizations must have submitted a Discretionary Funding Application on the [City Council website](#) by February 21, 2023. **The projects for which such Member Item support is sought must be the same as those in the CDF application.** Contact the Council Member in the district where you are providing services to learn about any additional requirements that may apply to this funding.

Organizations awarded Member Item support at budget adoption for the provision of cultural services will be notified of this funding in their FY24 award letters. These allocations will be incorporated into the applicant organization's FY24 CDF grant agreement. Funds will not be disbursed until the City's budget has been reconciled and the Agency has confirmed that the organization is compliant with City requirements.

City Council Initiatives

DCLA administers source-specific initiatives from the City Council. The project proposed in the CDF application may NOT overlap with any funds awarded from the following Initiatives:

- Art A Catalyst for Change: Anti-Gun Violence
- Coalition of Theatres of Color (CTC)
- Cultural After-School Adventures (CASA)
- Cultural Immigrant Initiative (CII)
- SU-CASA

To be eligible for any of these specific initiatives, an organization is required to submit a complete FY24 CDF application by the stated deadline, as well as the Discretionary Funding Application on the [City Council website](#).