The Department of Cultural Affairs (DCLA) is pleased to announce the Fiscal Year 2023 (FY23) Cultural Development Fund (CDF) grant application for New York City not-for-profit arts and cultural organizations.

Both parts of the CDF application must be received no later than Monday, May 16, 2022 at 5:00 PM (ET). There will be no exceptions to this deadline.

The CDF application consists of two parts which can be completed in any order:

- Part I: A form to be completed and submitted on the DCLA portal.
- Part II: Additional narrative questions, a single PDF with background materials, and required documents submitted via online form.

Be sure to first read the CDF guidelines to determine whether your organization meets the eligibility and programmatic requirements for DCLA funding. A copy of the blank application and an example of what panelists will see are also available on our website. Note that the answers to parts I and II of the CDF application will be presented to the panel in a different order than the order in which they are collected online. We recommend reviewing both parts of the application before beginning to complete it to ensure you are not duplicating information.

ACCESSIBILITY
If any aspect of the CDF application is inaccessible to users with disabilities, please contact DCLA's Disability Service Facilitator Sara Cobb at scobb@culture.nyc.gov.

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TECHNICAL ASSISTANCE

For questions about the CDF application, you can contact your organization's program officer directly via email. New applicants without an assigned program officer may contact the Department of Cultural Affairs' Program Services Help Desk at cdfhelpdesk@culture.nyc.gov. New applicants will be assigned a program officer after the application period closes.

All applicants are strongly urged to register to attend a CDF webinar and office hours. If you are unable to attend, a recorded webinar will be made available on our website.

APPLICATION: PART I

All organizations must register and designate a primary user before starting Part I of the CDF application. If you are a new applicant, register now. Further details for new applicants or organizations seeking to change their users are available in the Registration Help Guide .
Once you log in, you will have access to past online submissions, your account profile, and the current CDF application. After starting the FY23 CDF application, you can access the application in-progress by clicking DRAFT.

NAVIGATING PART I OF THE APPLICATION

- Before you begin, disable all ad-blocking software.
- Only one user may access the application at a time. Each organization's application in the portal cannot be open using multiple tabs, windows, browsers, or computers.
- Users will be logged out of the application after ten minutes of inactivity. Users can keep their application sessions active by saving or navigating between pages using the sidebar or yellow arrows at least every ten minutes. Entering information does not register as activity; be sure to save often.
- Organizations with limited capacity are encouraged not to complete the optional questions, which will not be reviewed by panelists and have no bearing on funding outcome.
- 'Help Text' is available throughout Part I of the CDF application and can be found by clicking the blue circled question mark where available.
- Where users wish to select multiple values from a dropdown list, use the multi-select function. PC users should hold CTRL while clicking all selections; Apple users should hold COMMAND while clicking all selections.
- The 'Print Preview' button opens a printer-friendly version of all application information, and will indicate any missing fields in red.
- The 'Budget Overview' button offers a comprehensive look at all budget figures entered on the application, both the organizational Operating Budget and proposed Project Budget.
- No changes or updates to Part I can be made once the "Submit Application" button is pressed.

ORGANIZATION PROFILE

FY20 Operating Income and Expenses: Figures should correspond with your organization's IRS 990 for the fiscal year that ended in 2020 and should not include in-kind support or capital income or expenses. If you are a Social/Multi-Service, Religious or Educational Institution, provide only the FY20 cultural income in the FY20 Operating Income field (in this case, it may not match the 990 filing).

Executive Director Information: Enter for your organization's Executive Director or Chief Executive Officer.

Organization and Mailing Address: Enter the organization's primary administrative address as reflected in the IRS 990 for the year ending in 2020. If the organization's mailing address is different, complete the section below.

Organization Contact Information: Provide a general phone number as well as alternate and Executive Director cell phone numbers where DCLA may reach you in case of emergency. Include the organization's website address.

General Information:
- **Organizational Code:** Select the code that applies to the applicant organization. Educational Institution should be selected by organizations providing general education and/or organizations housed or sponsored by a school, college, or university. This code should not be used by organizations with a mission to provide arts education programming.
- **FY20 Organization Income:** This field is for applicants who selected one of the following Organizational Codes: Social/Multi-Service, Religious or Educational Institution. Applicants selecting these codes will have entered only their <u>cultural</u> budget in the FY20 Operating Income and Total Expenses fields; here, enter the organization's entire FY20 operating income, which should correspond to the figures submitted in the FY20 IRS 990 and on the Organizational Budget template.
- **Incorporation Year:** Enter the four-digit year of incorporation.
- **Conduit Information:** If using a conduit or fiscal sponsor, enter that entity's legal name here. Conduits must meet all applicant eligibility requirements stated in the "Organizational Eligibility" section of the CDF guidelines.

MISSION & ENGAGEMENT

Mission, History, and Principal Activities (2,000 characters): Briefly describe the mission, history, and principal activities of the applicant organization, including details about leadership and organizational priorities. This answer will contribute to the panel's evaluation of organizational accountability, public service, and impact. Competitive applications will include:
- The organization's mission statement
- History and key developments, including recent accomplishments and upcoming milestones
- History and current details of the organization's leadership
- Principal activities and programs

Audience Engagement (2,000 characters): Describe your organization's target audience (all recipients of the services provided), both in general and for the program(s) proposed in this application. Indicate any outreach that your organization is conducting to engage this audience. Address any efforts to make programming accessible, equitable and inclusive for your audience, including specific efforts to reduce economic, social, communication, and physical barriers to participation. This answer will contribute to the panel's evaluation of public service and impact. Competitive applications will include:
- Demographic information about the organization's audience(s) and/or participants
- Efforts to make the organization's programming accessible and inclusive for a variety of audiences, including specific efforts to reduce economic, social, communication, and physical barriers to inclusive participation
- Outreach tools and partners
- Details on membership programs, including requirements for membership

FACILITIES & VENUES

Optional fields in this section: **Hours Open to the Public, % of Annual Budget Spent on Space,** and **Relocations/Expansions/Renovations.** The panel will not see answers to these questions.

Primary Physical Facility: Select the appropriate description of your organization's primary office or administrative space, which could be a home office, a rented space, or a donated space.

Primary Locations/Venues (500 characters): List the primary location(s) and venue(s) where the organization's programming takes place (e.g., theaters, schools, performing art centers, online platforms) including the capacity of each space.

ATTENDANCE/EDUCATION

Optional fields in this section: **Total Cost to Provide Educational Programs, Percentage of Cost by Source.** The panel will not see answers to these questions.

FY21 Attendance: Provide attendance figures for activities that took place in the five boroughs in the organization's Fiscal 2021. Include all cultural activities, not only those for which you requested DCLA support. Web-based programming should include only figures for New York City audiences; estimates are acceptable.

FY21 Educational Programs: Complete if the organization provided any educational programs to benefit children in grades Pre- K through 12 in the organization's FY21, regardless of whether CDF supported those programs.

PREVIOUS ACTIVITIES

This section illustrates the applicant organization's record of relevant past service. Include activities in New York City that are related to the project proposed in this CDF application. At least one activity is required to complete this section; click the blue 'Save Activity' button to add an activity to the list. Click the blue 'Set Priority' link on the right side of the page to place the projects in priority order. This answer will establish the organization's track record, contributing to the panel's evaluation of organizational accountability.

- Enter up to eight activities that have taken place since July 1, 2019.
- Group related events such as a season of performances or exhibitions as a single activity.
- Use the available characters (250 per activity) to enter a title and describe content of the program, number of events, key artists, frequency, etc.
- If the activity took place online, note the primary platform that hosted the event (Zoom, YouTube, Facebook Live, etc.).
- The panel will use these activities as context for the proposed project. If the number of direct recipients differs from the number of people you propose to serve in FY23 with a similar activity, explain the reasons for growth or contraction in the Project Description.

STAFF INFORMATION

Optional fields in this section: Principal Administrative/Artistic Staff. The panel will not see the list of staff. If completing this section, please reference the salary codes below:

(A) Unpaid
(B) $1-10,000
(C) $10,001-25,000
(D) $25,001-50,000

(E) $50,001-100,000
(F) $100,001-200,000
(G) $200,001+

General Staffing Information: Enter the total number of staff working for the organization. Employees are considered full-time if they are permanent staff members working 35 hours a week or more, whether paid or unpaid. If arts and culture is only one component of a larger mission, provide only information about staff members involved in arts and culture programming.

Internships & Fellowships (800 Characters): Describe any internship or fellowship programs your organization conducts or participates in, including details about recruitment and compensation (this can include wages, stipends, MetroCards, etc.). This answer will contribute to the panel's evaluation of organizational accountability. (In previous years a question on organizational stewardship appeared here; that question is now included in Part II with additional space.)

BOARD INFORMATION

Optional fields in this section: How often does the board meet, Board gift as % of operating income, list of Board Members/Trustees. The panel will not see answers to these questions. You will be required to submit the name, officer title, and email address for three Board Members when completing Part II of the CDF application.

General Board Information: These questions relate to the activities of the organization's full governing board. Refer to the help text for more information.

OPERATING BUDGET

The CDF application has two budget sections: one for the organization's operating budget, and another for project budget. The field definitions are the same in both budgets; applicants should also refer to the field definitions below when completing the project budget.

This section requires itemized annual operating figures for the applicant organization's FY21, FY22 and FY23. The fiscal year dates should match those reported on the IRS 990. The current year should be a projected annual budget, not a year-to-date budget.

Do not include in-kind support or capital income or expenses in any figures.

If the applicant selected an Organization Code of Social/Multi-Service, Religious or Educational Institution, complete this section based only on the **cultural** component of the organization's annual budget. You will be asked to submit a full operating budget for the organization in Part II of the application using the CDF Organizational Budget template (found on the DCLA website).

The operating budgets and budget notes will contribute to the panel's evaluation of organizational accountability.

NAVIGATING THE OPERATING BUDGET

- Remember to save your work often while working on this page. The page will time out after ten minutes and unsaved work will be lost.
- Do not leave any fields blank. If a category is not applicable, enter a zero.
- Subtotals and Totals will calculate automatically based on figures entered.
- Click the Budget Overview button to review the project and operating budgets together. Use this feature to ensure that your actual and projected figures accurately reflect the proposed project in the context of your organization's FY23 operating budget. It is helpful to have the Budget Overview at hand when completing the Budget Notes.

OPERATING BUDGET: INCOME FIELDS

Admissions/box office: Income from admission to events, exhibitions, and performances.

Contracted services: Income from services provided by the applicant organization (e.g., space rental, performance fees, consultants' fees). Specify by source and amount in the Budget Notes section.

Tuition, class/workshop fees: Income from fees charged for classes, registration, workshops, and seminars.

Publications: Income from the sale of publications and recordings.

Fundraising (gross): Income from benefit events and galas. Use the full income figure and enter corresponding expenses in the relevant fields below.

Other earned income: All sources of earned income not listed above (e.g., interest on bank accounts, concession sales, membership income). Specify by source and amount in the Budget Notes section.

Corporate contributions: Cash support from businesses, corporations, and corporate foundations. This category includes funds from employee matching gift programs.

Foundation grants: Cash support from private or community foundations.

Individual contributions: Support from private individuals, including board support.

Other unearned income: All sources of unearned income not listed above (e.g., endowment interest income, contributions from a foreign consulate). Specify by source and amount in the Budget Notes section.

NEA: National Endowment for the Arts.

NYSCA: New York State Council on the Arts.

Other federal and state: Funds from any other Federal or State source (e.g., National Endowment for the Humanities, IMLS, Community Development Block Grants, Urban Development Action Grants, NYS Natural Heritage Trust, NYS DoE). Specify by source and amount in the Budget Notes section.

DCLA/program services: Awards from the Cultural Development Fund. If you have received or are anticipating Member Item funding from the City Council administered by DCLA, include that amount here figure and describe in the Budget Notes section.

DCLA/Other: Other non-CDF funds including Mayor's Grant for Cultural Impact, as well as funds from City Council Initiatives including Cultural After-School Adventures (CASA), Coalition of Theaters of Color (CTC), Cultural Immigrant Initiative, SU-CASA, or Anti-Gun Violence - Art a Catalyst for Change. Specify by source and amount in the Budget Notes section.

Other city: Funds from any other New York City agency (e.g., Department of Education, Department for the Aging, Department of Youth and Community Development). Specify by source and amount in the Budget Notes section.

Local arts councils: Include any DCLA regrant funds from past years, as well as NYSCA decentralization funds or other funds received. Specify by source and amount in the budget notes.

OPERATING BUDGET: EXPENSE FIELDS

Personnel: Expenses in these categories are for employees for whom the organization makes withholding deductions (W2). Do not include any staff paid as an independent contractor (1099) here. Figures should include gross salaries and fringe benefits such as health insurance, social security, pension fund payments, and payments to retirees.

> **Administrative:** May include executive and supervisory administrative staff, program directors, business managers, communications staff, development staff, clerical staff, ushers and other front-of-house and box office staff, librarians, maintenance and security staff, etc.

> **Artistic:** May include artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc.

> **Technical/production:** May include technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibition installation staff, conservators, etc.

Outside professional services: Expenses for all independent contractors paid on a fee-for-service basis or for whom you issue a 1099. These may include consultant fees, honoraria, stipends, or contract payments; provide detail in the Budget Notes section.

Space rental/utilities: Include payments for rental of office, rehearsal, performance, gallery, and other such spaces, and utilities such as electricity, water, gas, etc.

Equipment rental/supplies: Include rental charges for equipment on a per-use basis. Also include equipment and supplies purchased costing less than $500 with an estimated useful life of less than two years; such items are considered consumables required for daily operations.

Travel/transportation: Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage allowances on personal vehicles, gas, car rental, etc. Also costs associated with trucking, shipping, and hauling of equipment, costumes, and sets.

Advertising/promotion/marketing: Do not include payment to individuals or firms under Personnel or Outside Professional Services. Include costs of radio, television, print and social media advertising; printing and mailing of brochures, flyers, and posters; and space rental when directly connected to promotion, publicity, or advertising (for fundraising expenses, see "Other Expenses"). **If you don't see this field, disable ad-blocking software or continue in a different browser.**

Other expenses: All expenses not entered in other categories. Specify by source and amount in the Budget Notes section.

OPERATING BUDGET NOTES

Fiscal year variation (1,000 characters): Explain budget figures in Total Earned Income, Unearned/Non-Government Income, Unearned/Government Income, or Expenses subtotals that vary by 25% or more between any year.

Other sources of income and expenses (1,000 characters): Itemize source and amount for FY23 entries in the following categories:

- Contracted Services
- Other Earned Income
- Other Unearned Income
- Other Federal and State Income
- DCLA/Other Income

- Other City Income
- Local Arts Councils
- Outside Professional Services
- Other Expenses

Surplus/deficit (1,000 characters) Explain any organizational surplus or deficit listed in any of the three fiscal years in the Operating Budget including the origin, the impact and how the organization will address it. Compare these notes to the automatically calculated surplus and deficit in the operating budget to be sure your answer addresses those figures.

In-kind support (800 characters): Enter a total figure for in-kind support. Specify by source and amount in the narrative field.

Fiscal planning (1,000 characters): Enter a detailed description of the organization's annual fiscal planning processes and priorities, including the roles played by board and staff. This will contribute to the panel's evaluation of organizational accountability.

BUDGET AND IMPACT INFORMATION

COVID-19 impact (800 characters): Please describe any lasting impact of the COVID-19 pandemic on the organization, including strategies to adapt mission-driven activities and long-term changes to the structure of the organization or its programs.

Special funds: If the organization has funds such as endowments or cash reserves, click 'Yes' and select the fund type and restrictions from the drop-down menus. Enter and save up to four Special Funds. The 'Clear Fields' button will delete a fund from the list.

PROPOSED SERVICES

In this section you'll describe the services you are proposing for FY23 and how you are planning to deliver them. All proposed activities must take place July 1, 2022 – June 30, 2023 and in the five boroughs of New York City.

Organizations may request support for one project, which should contain a level of detail that is responsive to all the criteria for funding: organizational accountability, public service, and quality. In determining the proposed programming and crafting the descriptions entered in this section, please be mindful of the available character limits and how best to present a clear, comprehensive description of all elements within the space provided.

Organizations that receive CDF funding are expected to complete all programming as proposed regardless of the amount awarded. No more than 75% of the total project costs may come from DCLA. If you apply to the City Council for Member Item funds, you must request support from CDF and the Council for the same program(s).

Proposals will be evaluated based on the following **three** organizational and programmatic criteria:

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 responsive planning, administration, and fiscal stability
- Financial planning and management appropriate to the organization's size and maturity
- Inclusive practices, including evidence of efforts to recruit, retain, and fairly compensate a diverse board, staff, and leadership
- Related comparable service delivery experience

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:
- Programming that results in increased arts and cultural exposure
- Accessible public cultural programs considerate of timing, locations, facilities, and other resources (virtual, etc.) that are clearly communicated to its audience
- Explicit efforts to engage and develop audiences for its arts and culture projects across socioeconomic backgrounds, neighborhoods, communities, cultures, and individuals
- Relative affordability of cultural programming including tools to reduce financial barriers, including discounts, scholarships, or sliding scale options
- Demonstrable investment in the cultural ecosystem where programming takes place while considering any historic cultural precedence
- Focus on perspectives and communities that have been historically under-resourced due to systemic constraints

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 may include:

- Expertise and experience of the program providers (artists, educators, speakers)
- Comprehensive exploration of particular artistic disciplines, genres, and forms of cultural preservation
- Ongoing creative collaborations with organizational partners
- Demonstrable desire for the programming by audience members and/or participants
- Innovative or unique approaches to programming
- Partnerships that foster community engagement and cultural collaboration
- Acknowledgement of historic cultural heritage related to art form/discipline, specifically if associated with systemically disenfranchised communities

NAVIGATING THE PROJECT PAGES
- The Project Summary page includes summary information for the proposed project.
- From this page you can access the three sections: Project Overview, Project Details, and Project Budget.
- Click 'New Project' on the Project Summary page to begin.

PROJECT SUMMARY
Review the CDF Guidelines carefully before completing the Proposed Services portion of the application.

Competitive projects will:
- Demonstrate cultural activity of recognized quality that is publicly offered within the City of New York in Fiscal 2023.
- Provide a high level of detail in the narrative sections that is responsive to the evaluation criteria.
- Demonstrate the organization's commitment to access, equity, and inclusion.
- Contain specific and measurable goals.
- Be within the organization's artistic/cultural, administrative, and fiscal capabilities.
- Include a budget showing diverse funding streams; 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.

Amount Totals: The 'Total Project Cost' and 'Total Request Amount' fields will calculate automatically based on figures provided in the project budget. Ensure that the 'Total Request Amount' exceeds the minimum level of funding for the applicant organization's budget category (see Guidelines).

Discipline Code: Select the discipline that best describes the organization's principal programs.

Borough: Select the borough that best describes the organization's principal service location. There will be an opportunity to select multiple boroughs to describe the project activities below.

PROJECT OVERVIEW

Use this tab to begin describing the project proposed in the FY23 CDF application.

PROJECT INFORMATION

Project Title: Enter a project title to start this section of the application; you will not be able to save this section until the project has been titled. Choose a concise, direct title for the proposed project.

Project Cost: This field will automatically populate after the "Total Expenses" field is calculated on the Project Budget page.

Request Amount: This field will automatically populate after you enter the "DCLA Project Request" on the Project Budget page.

Discipline Code: Select the discipline code that reflects the programmatic activities in the proposed project. This does not necessarily need to be the same discipline selected to describe the organization above.

Boroughs: Select the boroughs that reflect the projects activities. These does not necessarily need to include the borough selected to describe the organization above.

Council Districts: Select the appropriate council districts where proposed activities will take place, not the districts where the organization's constituents live.

Synopsis (480 characters): Condense information provided in the Project Description to include pertinent details from that section: type of activity, number of events, dates, locations, admission fees (if any), and intended audience. All information in the Synopsis should be included in the Project Description as well. This section will become part of the organization's Grant Agreement if funded.

PROJECT DETAILS

Project Description (3,500 characters): This narrative section comprises a core aspect of your organization's application for funding. Panelists will apply the weighted criteria for funding (found in the "Proposed Services" section of these instructions) to the services proposed here. As you compose your narrative, keep the following in mind:

- Convey how the project constitutes a public service and how it is connected to the organization's mission.
- Write a compelling, detailed, and specific narrative describing the services offered. If the details of your project have not yet been confirmed, describe the process by which they will be determined.
- Take advantage of the space provided; 3,500 characters allows for a substantial narrative.
- Details in the narrative can include:
  - Objectives of the program and benefit to participants or audiences
  - Artistic collaborators such as artists, curators, performers, or teaching artists
  - The structure of the program and the experience of the attendee
  - Number, timing, and frequency of the activities
  - Program locations and relevant partnerships

- o Curatorial or planning process
- o Discount or scholarship programs, or other initiatives to reduce barriers
- o Evaluation plans
- For education projects (in addition to above):
  - o Names of schools, grades served, number of students
  - o Relationship between the program and city/state standards and curriculum

Start and End Date: Enter activity start and end dates between July 1, 2022, and June 30, 2023. Estimates are acceptable.

Number of Direct Recipients: Estimate the number of people directly served by your project. Recipients include either audience members or participants for each activity depending upon the focus of the activity. If this number is significantly different from the number of people served by a similar activity listed in your Previous Activities, explain in the Project Description the reasons for growth or contraction in the number served.

Number of Indirect Recipients: These are audiences other than the direct recipients of your project. For example, if your education program serving high-school students has a culminating event attended by friends and family, the latter are the indirect recipients of your project.

Specific Audience: Select one or more age range(s) of the primary group of people served.

Charge for Service (100 characters): If recipients of this service (e.g. audience members) pay for the service, select 'Yes' and describe any cost or pricing structure. If you provide discounts or scholarships to service recipients, select 'Yes,' and describe.

Artist Compensation (100 characters each): If artists are compensated, select 'Yes' and describe your organization's artist compensation priorities and practices as they relate to this project, including detail about any collectively bargained agreements. If artists pay to participate, select 'Yes,' and provide a detailed explanation of cost structure.

Education Program: If applicable, select 'Yes' and indicate the category of education program and describe how teaching artists will collaborate with teachers at the school to design and implement the project.

Select from the following categories:
- Arts Exposure - focused on a defined or specific number of performances, lecture/demonstrations or exhibitions, often including pre-visit materials or post-event discussions.
- Arts Skills - characterized by an emphasis on sustained and regular training, including developing and mastering the skills of a particular artistic discipline.
- Arts in Education - defined as regularly scheduled artistic/cultural activities used to further aesthetic and intellectual awareness and growth; teaching artists trained to work in an educational environment; pre-program planning and post-program review with classroom teachers; arts and cultural activities demonstrating some level of curriculum integration; or activities taking place in a school classroom, a cultural facility or other location.

PROJECT BUDGET

DCLA cannot fund more than 75% of the total cost of a project. To be competitive for funding, the 'Total Request Amount' should exceed the minimum award in each budget category. Please see the "Fund Allocation" section of the CDF guidelines for minimum award amount in each budget category. We recommend applicants request between 1x and 2x the minimum award amount in the applicant organization's FY20 budget category.

The definitions for these fields are largely the same as those given for the operating budget on pages 6-8 of these instructions; the notes below outline any differences between the project budget and the operating budget. The income and expenses for the project budget will be for the grant period: July 1, 2022 – June 30, 2023. If figures in this budget are shared across fiscal years in the organizational budget (i.e. if your organization's fiscal year begins in January) please highlight discrepancies in the Budget Notes section.

Note that if awarded support, your organization may use DCLA funds for any expenses other than fundraising, government advocacy or capital expenditures.

Income: Enter the amounts you anticipate allocating to this project. If the project will use a portion of a grant or fundraising event, indicate only the funds that will be used to support this project. Do not include any in-kind support in any category.

DCLA Project Request: Enter the amount you are requesting from DCLA to support this project. Include any anticipated City Council Member Item funding (excluding any projected funding from Council initiatives listed below) that you expect will be administered by DCLA here. You must request at least the minimum award threshold in your organization's budget category. Refer to the CDF Guidelines section on "Fund Allocation" for further information.

DCLA/Other: This field is automatically pre-populated with $0 as it refers to agency initiatives such as the Energy Fund and Mayor's Grant for Cultural Impact, as well as to City Council Initiative funds that cannot overlap with this CDF project.

Local Arts Councils: The FY23 CDF project will be eligible only for non-DCLA regrant funds from the local arts councils; enter amount here.

Anticipated Funding (800 characters): Itemize the anticipated funding sources for the project. Indicate committed funding with an asterisk.

Expenses: The field labeled 'Total Expenses' should equal the total cost of this project and will populate the 'Project Cost' field on the Project Overview and the Project Summary pages.

Other Sources of Income and Expenses (800 characters): Detail sources and amounts for the following fields:

- Contracted Services
- Other Earned Income
- Other Unearned Income
- Other Federal and State Income

- Other City Income
- Local Arts Councils
- Outside Professional Services
- Other Expenses

CERTIFICATIONS

Tax exempt status and insurance: Any grant agreement between your organization and DCLA will require confirmation of tax-exempt status and appropriate insurance coverage. Certify your organization's compliance with these requirements here.

Acknowledgement check box: Select 'Yes' to certify you are aware that the Part II form must be submitted separately in order to complete this FY23 CDF application.

Certification and Release: An authorized signatory must certify, on behalf of the organization, that the completed online application is Part I of the organization's FY23 submission. Review each answer carefully. These responses form the basis for the FY23 CDF application's review. **No changes or updates to Part I can be made once the 'Submit Application' button is pressed.**

Confirmation email: A confirmation that Part I of the application has been submitted will be emailed to the active users in your Account Profile. The confirmation will include your organization's application number. You will receive a separate confirmation when you submit Part II.

APPLICATION: PART II

Applicants will not need to log into any account to access or complete the Part II form. The form is hosted by an online software called SeamlessGov and can be accessed **here**. The information collected in Part II is integral to the CDF application, as technical limitations prevent DCLA from adding questions to the Part I form.

NAVIGATING PART II OF THE APPLICATION

- **Part II of the application cannot be saved while in progress.** We recommend you copy the questions into a separate word document to complete them and only fill out the form when you are ready to submit.
- Some parts of the Supplemental Documentation Upload section of the form are dynamic – meaning additional questions will appear based on answers to the Yes/No questions. Please ensure all answers to the questions in this section are correct before submitting to ensure all the necessary documentation has been uploaded.
- Only the first submission of the Part II form from each organization will be considered as part of your FY23 CDF application – any subsequent submissions will not be reviewed.

CONTACT INFORMATION

Application Contact: Please enter the name of the person who should be contacted if DCLA has a question about the FY23 CDF application.

Applicant Organization Legal Name and **Applicant Organization Employer Identification Number:** Ensure that the Legal Name and EIN exactly match what is entered in Part I. DCLA recommends copying and pasting the information from Part I into Part II.

Social Media handles: These will not be shared with panelists.

DCLA Program Officer: If you are a new applicant or unsure of who your program officer is, please select "I don't know."

APPLICATION QUESTIONS

Matrix: Select as many boxes as pertain to your organization and proposed project; answers will be visible to panelists. These questions are optional.

Organizational Culture (2,000 characters): Describe your organization's efforts to foster an inclusive culture for staff and leadership. Specify any investment in the development of voices currently underrepresented in the broader cultural workforce. Describe the efforts that your organization is making to recruit and retain a diverse administrative and artistic staff, leadership, and/or board. Organizations that identify as ethnically or culturally specific should provide details about how their board and staff represent those communities. This will contribute to the panel's evaluation of organizational accountability. Competitive applications will include:

- Strategies employed during job searches and related to job descriptions, interview procedures and compensation
- Board structure and nomination strategies
- Leadership accountability priorities
- Trainings and benefits offered to staff and board
- Promotion and advancement pathways for staff
- How communities served are represented in organization

Disability Access (1,000 characters): Describe how your organization makes its programs accessible to artists, cultural workers, and audiences with disabilities. This answer will contribute to the panel's evaluation of public service and impact. Competitive applications will include:

- Details on recent efforts to increase accessibility, such as modifications to space or reduction of barriers to people with physical, auditory, visual, or cognitive disabilities
- Initiatives around inclusive organizational structures and programming, including changes to hiring practices, training for the applicant organization's staff, and the creation of programs to serve the disability community
- Collaboration with the disability community, including partner organizations if applicable

CreateNYC Initiatives

Following recommendations made in the CreateNYC Cultural Plan released in July 2017, the Language Access Fund (LAF) and Disability Forward Fund (DFF) were launched to support both new and ongoing programmatic efforts to engage New Yorkers in these communities. There will be no additional application for either LAF or DFF in FY23. In prior years, funds added at adoption have been awarded to eligible CDF funded projects that met these criteria. These answers will not be shared with CDF panelists.

SUPPLEMENTAL DOCUMENTATION UPLOAD

Save all materials as PDF documents for upload to the online form. DCLA will not accept hard copy or e-mailed supplemental materials.

Background Materials

Submit a PDF file (up to 10 pages) of relevant materials relating to the services that the organization proposes to provide and establishing your organization's arts and cultural public engagement over at least

the past three years. This submission will be shared with panelists and will contribute to their evaluation of the proposal. Do not include links to other webpages. Materials may include, as applicable:

- Project background
    - Artist bios
    - Images
    - Publications
- Marketing/audience or participant engagement materials
    - Brochures, postcards, or catalogue pages
    - Email blasts and website pages
    - Press and publicity
    - Programs and playbills
- Educational materials
    - Teaching artist bios
    - List of schools visited or projected for the upcoming year
    - Curriculum materials and/or study guides
    - Letters of support from school administrators/teachers/students

IRS 501(c)(3) Determination Letter

If you are applying with a fiscal sponsor/conduit, submit the fiscal sponsor's 501(c)(3) determination letter.

IRS 990 and Financial Statement

In each of these two fields, upload a copy of each of the applicable financial documents for your organization's fiscal year ending in 2020 (e.g. July 1, 2019 – June 30, 2020 or January 1, 2020 – December 31, 2020).

To determine which 990 and financial statement is required, use your organization's fiscal year 2020 operating income and the table below:

FY20 Operating Income	Federal Documentation	Financial Statement	Notes
Under $50,000	FY20 IRS 990-N (postcard)	Signed Treasurer's Statement (on DCLA template)	The NYS Charities Bureau does not accept the 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	FY20 IRS 990		
$250,000 - $749,999	FY20 IRS 990	FY20 Independent Accountant's Review	

$750,000 and over	FY20 IRS 990	FY20 Audited Statement	Audit thresholds changed in 2020 per the New York State Nonprofit Revitalization Act. Please submit the same FY20 financial statements filed with the NY Charities Bureau.

If the mailing address on any of the financial documentation is outside NYC, the organization must also provide a letter explaining the reason for the discrepancy. Organizations originally incorporated outside of New York State must provide a Certificate of Foreign Authority from the NYS Department of State. Organizations that are exempt from filing any of the documents above must submit documentation of the exemption.

Social/Multi-Service, Religious or Educational Organizations
Organizations that selected Social/Multi-Service, Religious or Educational as an Organizational Code must submit a full organizational budget completed using the DCLA Organizational Budget template. You will provide your organization's cultural income and expense budgets in Part I of the CDF application; the full organizational budget will further illustrate the scope of these organizations for the panel.

Organizations Applying with a Fiscal Sponsor or Conduit
Organizations using a fiscal sponsor/conduit must submit:
- A copy of proof of incorporation in New York State. Acceptable forms of documentation include NYS incorporation certificate and Board of Regents Charter under 216 of the State Education Law.
- A letter from the fiscal sponsor indicating that it has agreed to act as a fiscal sponsor for DCLA's Fiscal 2023 CDF application dated in 2022.

Confirmation email: Confirm that all documents uploaded are correct and press the 'Submit' button to complete Part II of the FY23 CDF application. You will receive a copy of the form via email. Please save this copy for your records. As a reminder, only the first submission of the Part II form from each organization will be considered as part of your FY23 CDF application – any subsequent submissions will not be reviewed. You will receive a separate confirmation when you submit Part I.