

Overview

This FY21 Cultural Development Fund (CDF) Final Report Overview was created to assist organizations in submitting their FY21 CDF Final Reports. The document addresses changes to our processes as we transition to online systems and adapt to the continuing challenges presented by COVID-19. Please read this document in full before starting the Final Report. If a question is not addressed here or is specific to your organization, please email your Program Specialist directly.

The FY21 CDF Final Report (inclusive of both the online report form and supplemental components) is due as soon as possible and no later than **Monday, September 13, 2021 at 5:00 pm**.

A lot of my plans changed in Fiscal 2021 - what activities am I reporting on?

Broadly, organizations are required to report on activities included in their FY21 CDF Grant Agreement. You may refer to Exhibit A (page 4), which references the number and summaries of projects supported by the award (however this does not include full project descriptions, which can be found in either the FY21 Application/Renewal or in the Application Update Form, as detailed below).

All FY21 CDF-funded organizations were required to submit an Application Update Form (AUF) in Spring 2021:

For organizations that selected “no changes” in their AUF: report on activities detailed in the FY21 Application/Renewal your organization submitted. This would include 1-5 projects, and these organizations will report on all funded projects in the FY21 CDF Final Report.

For organizations that provided programmatic updates in their AUF: report on activities detailed in the AUF, which stipulated incorporating all CDF-funded activity into one project. These organizations will see space to report on only one project in their FY21 CDF Final Report.

How do I report on Language Access Fund and Disability Forward Fund grants?

In FY21, Language Access Fund (LAF) and Disability Forward Fund (dff) awards were incorporated into FY21 CDF Grant Agreements, and organizations were instructed to include those programs in their Application Update Forms. Organizations that received this funding should include it in their FY21 CDF Final Report.

How do I access the Application Update Form (AUF) I previously submitted?

You received a Submission Confirmation email upon submitting the AUF form online. Please search for emails titled “FY21 CDF Application Update Form” from “donotreply@culture.nyc.gov”. If more than one AUF was submitted, please look to the most recent version for the scope that should be referenced in the Final Report. Please reach out to your Program Specialist if this email is no longer accessible.

Is the information included in the Application Update Form (AUF) I submitted included in the blue text in the online FY21 CDF Final Report?

No, the AUF was a separate form not tied to the online CDF portal. Any updates made there will not be reflected in the blue text that will appear in your Final Report.

If you selected “no changes” in the AUF, the blue text reflects the most recent information your organization provided for the agency on your activities for Fiscal 2021. If this has changed substantively, a Scope Change is required at this time.

If you detailed programmatic changes in the AUF, please frame your final report descriptions based on that information, which will be different than the blue text in the Final Report. If you submitted

multiple projects in your Application/Renewal but then detailed changes to one project in the AUF, note that the other projects have been removed from the Final Report; report on programming detailed in the single project AUF. (Note that FY22 CDF Application and Renewal organizations were instructed to submit only one project, but this was not the case in FY21.)

Do I need to submit a Scope Change?

If funded programming changed substantively – or if the project budget increased or decreased by more than 25% - from the most recent information provided to DCLA on your FY21 activities (either the Application/Renewal or Application Update Form), please complete the Scope Change information. The Scope Change Request for Revision form is now included in the same online page where organizations will upload Supplemental documentation for FY21. The link is included on the [Reporting page of DCLA's website](#).

Your organization should detail Scope Change information for each project that reflects a significant change. If you are reporting changes to programming detailed in the AUF submitted, that will reflect one project. If you are reporting changes to multiple programs detailed in your Application/Renewal and you selected “no changes” in the AUF, you should detail Scope Change information for every project that included significant changes.

What kind of Scope Changes are allowable?

Changes in scope will be approved for organizations that demonstrate reasonable adjustments to their programs resulting from impact of the COVID-19 pandemic. Expenses in the following categories will be allowable when requesting a change in scope:

- Modified project budgets may include expenses related to the planning and preparation for the delivery of curtailed programs, including staff salaries and consultant expenditures as well as marketing materials and other preparation costs
- Organizations may include expenses incurred related to the conversion of programs, including technical support and personnel expenses, for online delivery (however, equipment purchases are still not eligible)
- Organizations may include expenses incurred related to the cancellation of programs, including contractual obligations, deposits, and cancellation and other fees

While the Request for Revision will allow for reasonable changes in scope, we would advise your organization to proceed with caution in spending down the final grant payment if your organization was not able to deliver services under the grant, and to be prepared for the possibility that the final payment may be reduced or not issued.

What's the difference between information I should include in the online CDF Final Report and the Scope Change form?

The FY21 CDF Final Report should focus on the details of services provided during the grant period. Please use the Scope Change form to detail activities that were curtailed or cancelled, along with the reasons for changes; the Final Report form is used to describe only what the funds supported. Take care not to include information about programs that were delayed to FY22; as in previous years this form should only report information about services delivered in FY21 (July 1, 2020 – June 30, 2021). Only describe services that took place within the City of New York. Reports including dates outside the fiscal year or locations outside of NYC, even as contextual information, will be returned for revision.

I delivered some programs remotely/online - is that allowable?

Yes, as long as the program had a demonstrable cultural public service to audiences in New York City, it is allowable. For services delivered online, please detail to the best of your ability how you

reached New York City audiences and any analytics that support your entries for the number of NYC individuals served for the direct and indirect audience line items.

I was unable to conduct as much activity as I planned - what's the matching requirement again?

If the level of activity changed substantially from what was most recently updated, please include that information in the Supplemental & Scope Change Form online. Our policy regarding CDF grants is that DCLA may support up to 75% of an organization's total project budget. This is an increase from previous years where your CDF grant could support no more than 50% of the total project costs. If you are concerned about this requirement, please be in touch with your Program Specialist directly.