

Overview

The FY22 Renewal Overview sheet was created to assist organizations submitting the FY22 Renewal application, many of whom may be renewing for the first time. The document addresses changes DCLA has made as a result of the COVID-19 crisis for Fiscal 2022. The FY22 Renewal application covers activities between July 1, 2021 and June 30, 2022.

Please read this document in full and check the [Renewal page of the DCLA website](#) for additional resources before starting the renewal. If a question is not addressed here or is specific to your organization, please email your Program Specialist directly.

The Renewal application (inclusive of both the online and supplemental components) is due on or before **Monday, June 14, 2021 at 5:00 pm (ET)**. Please note this change from previous deadlines of 11:59 pm.

Online Application

What should our request amount be?

In FY22 DCLA can fund up to 75% of a total project's cost. In the Renewal application, we recommend requesting the same amount as the total award in your FY21 CDF grant agreement, inclusive of any projected member items and - as always - separate from any anticipated City Council Initiative (Coalition of Theaters of Color, Cultural Immigrant Initiative, CASA, SU-CASA, and Anti-Gun Violence- Art a Catalyst for Change) or CreateNYC Initiative funding. Fiscal constraints facing the City and State may require changes to FY22 funding, which may decrease your total award.

Do the projects proposed in the FY22 Renewal need to be of the same scope as those proposed in my CDF Application?

Not necessarily. In FY22 applicants will be asked to submit only one project for CDF support. This is a change from previous years in which applicants could submit up to five projects for consideration. This reduction in the number of projects will not reduce DCLA's funding commitment to your organization in FY22. Organizations that filed a single project as part of their FY21 Application Update Form may use that project as a model.

The total project budget must itemize income and expenses for all programmatic activities detailed in the single project description. For example, if you submitted three projects in your FY21 application, you could condense those activities into a single project description OR you may include only one of those programs in the project description. A factor for that decision may be your request amount and total project budget size.

Applicants are encouraged to be concise in these descriptions, while still articulating the cultural public services provided for New York City audiences in FY22.

Can my project be General Operating Support, Capacity Building Support or Emergency Relief Funds?

No, your FY22 Renewal must propose projects that serve the NYC public during the grant period (7/1/21 – 6/30/22). Note, however that funds received from DCLA can be used to cover any organizational costs other than capital expenditures, fundraising or government advocacy efforts. For example, if your project is a virtual dance class, you may use the grant to pay rent, teaching artist salaries or other staff salaries as long as the proposed dance class takes place.

Will any fields of the Renewal application be pre-populated?

No, but organizations can access past Application submissions on the landing page directly after logging into your DCLA online account. Ensure that you clear web formatting from your text by copying the text into a plain text tool; hidden special characters can cause technical issues in the Application.

Please note that some previously required sections of the online application form are now optional. All optional fields are labeled as optional in the form and in the instructions.

Due to COVID-19, our funding streams aren't as diverse as they have been in the past. Will this affect our award?

No. DCLA is aware that many organizations may have lost earned revenue as well as other funding opportunities due to COVID-19. We understand that our funding may constitute a larger percentage of your project income than in recent years.

Supplemental Materials

What supplemental documents do we need to submit?

You will submit digital versions of your organization's FY19 990, FY19 financial document(s), and your organization's 501(c)(3) letter. If your organization is a social service, multi-service, religious, or general education organization, you must also submit the Organizational Budget template.

We **will not** require the Board List or Funding template as part of the FY22 Renewal process.

Do we still need to complete the SMU DataArts Cultural Development Fund Report?

No. You do not need to submit the SMU DataArts Cultural Development Fund Report. However, DCLA continues to recommend that arts and cultural organizations participate in the data collection and take advantage of the reports and services offered by SMU DataArts.

How should we submit our supplemental materials?

Supplemental materials will be uploaded online [here](#), and are due at the same time as the Renewal application on Monday, June 14, 2021 at 5:00 pm.

Help Desk

The Programs Unit Help Desk phone line is not currently available. Please contact your Program Specialist by email if you have any programmatic questions related to the Renewal application.

Who should we contact if we experience a technical issue related to the Renewal application?

Refer to the [Renewal page of the DCLA website](#) for instructions on how to submit an IT inquiry online.