

# MAYOR'S GRANT FOR CULTURAL IMPACT

## FY20 APPLICATION Application Deadline October 21, 2019

This application should be completed in close consultation between the cultural organization and the NYC partner agency, and must be submitted by the cultural organization.

**We recommend using Adobe Reader version 11 to fill out the proposal form, though it is also compatible with version 10. The form is not compatible with Preview (for Macs) or other computer programs. Please check all fields carefully and confirm that your answers are saved to the document prior to submission.**

### I. CULTURAL ORGANIZATION and CONTACT INFORMATION

Legal Name of Cultural Organization	AKA (if applicable)	
Mailing Address	Mailing Address 2	
City	State	Zip Code
Tax ID Number (EIN) xx-xxxxxxx	FY20 CDF Application # (REQUIRED unless CIG)	
Contact Person Name (Last, First)	Title, Department	
Phone #	Email Address	

### II. NYC AGENCY PARTNER and CONTACT INFORMATION

Agency Name	Agency Number	
Mailing Address	Mailing Address 2	
City	State	Zip Code
Contact Person Name (Last, First)	Title, Department	
Phone #	Email Address	



**4. Mission and purpose of Agency Partner:** Briefly summarize the mission and activities of the partner agency. **(750 character limit, including spaces)**

**5. Intended Beneficiaries (Audience/Participants/Community).** Describe the target community or population to which the project is directed. **(750 character limit, including spaces)**

**6. Project Description.** Describe the project proposed, including the activities proposed for support and the current community need addressed by this project. Describe the proposed activities with a high level of detail, including information about the proposed program's frequency, number, duration, and expected participation. If additional partners will be engaged, include information on those partners. Include detail about the borough(s), neighborhood(s) and venue(s) in which the program will take place.  
**(2,500 characters, including spaces)**

**7. Cultural Organization's Role and Background.** Describe the program-related responsibilities of the applicant cultural organization, including responsibility for project execution and detail about staff responsibilities. List and describe the roles of the project team, including key staff, consultants, artists, educators, etc., who will be contributors to the project. Also include relevant previous experience, including details about work in connection to the constituents of the partner agency. **(1,000 characters, including spaces)**

**8. Agency Partner's Role and Background.** Describe the program-related responsibilities of the city agency partner, including responsibility for project execution and detail about staff responsibilities. List and describe the roles of the agency-based project team who will be contributors to the project. Also include relevant previous experience collaborating with not-for-profit cultural partners. **(1,000 characters, including spaces)**

**9. Partnership.** Describe how the partnership between the applicant cultural organization and partner city agency came to be and why the partners are uniquely poised to best implement the proposed project. If applicable, describe previous collaborations between the proposed partners and what lessons have been learned from one another to date. **(750 character limit, including spaces)**

**10. Goals, Outcomes and Evaluation.** Describe the goals of the program and the intended impact on the agency's constituents. If this is an expansion of an ongoing project, describe previous positive impact on the community. Describe how you will measure the impact of the proposed project including the methods, metrics or indicators that will be used. **(1,500 characters, including spaces)**

**11. Program Timeline.** Provide an approximate timeline for the project in FY20, which includes planning, execution, and evaluation. If this is an expansion of an ongoing project, focus the answer on activities that will be supported by the grant funds and during the grant period (December 1, 2019 – June 30, 2020). **(750 characters, including spaces)**

**12. Program Sustainability.** Explain the Partner Agency’s commitment to continuing the proposed program in subsequent years, should it prove successful. Include detail about funding to sustain the project beyond FY20. **(750 characters, including spaces)**

**13. Accessibility:** Explain how the project will be accessible to individuals with disabilities, in compliance with federal law and regulations. Your answer should include any facility or programmatic access accommodations (such as audio description, sign language interpretation, closed or open captioning, large print brochures, labeling, etc.) intended for program participants, audiences, or facilitators. **(500 characters, including spaces)**

**PROJECT BUDGET**

Mayor’s Grant for Cultural Impact awards are \$50,000 and will be paid to the partner cultural organization via grant agreement with the Department of Cultural Affairs. The program requires a match of \$25,000 from the partner NYC agency, which may be in-kind. The grant cannot be applied to the regular expenses of the NYC agency.

In the budget form provided, please itemize a program budget of at least \$75,000, identifying both cash and in-kind expenses and income. Use the Notes column to itemize on the expenses (e.g. hourly wages or rentals, supplies to be purchased, etc.) and to note which expenses are attributed to in-kind sources. Please note that this project budget form accounts for in-kind contributions differently from the Cultural Development Fund budget form.

Expense categories can include salaries, wages and fringe, travel, artist fees, contractual services, promotion, evaluation and assessment fees, access accommodations, supplies and materials, transportation, equipment rental, and other project-specific costs. **Expenses cannot include equipment with a usable life beyond the grant period.**

<b>Expenses</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Notes</b>
Administrative Personnel (include staff and independent contractors)			
Artistic Personnel (including teaching artists if applicable; include staff and independent contractors)			
Technical / Production Personnel (include staff and independent contractors)			
Space Rental			
Equipment Rentals/Supplies			
Travel/Transportation			
Advertising/Marketing			
Other (Provide detail)			
<b>TOTAL</b>			
<b>Income</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Notes</b>
Mayor’s Grant for Cultural Impact			
Partner agency income			
Other income to support project (detail sources and amounts)			
<b>TOTAL</b>			



## CERTIFICATION FOR ALL APPLICANTS

### Certification and Release

By checking the box below, you certify that you are an authorized signatory of the above named organization with the authority to obligate it and having knowledge of the information contained here; the information presented within or as any material that supplements this proposal is accurate or represents a reasonable estimate of future operations and is free of misrepresentations; the organization releases the City of New York, including its officials and employees, with respect to damages to property or materials submitted in connection herewith.

*Yes, I certify that the information entered in this proposal is correct and complete to the best of my knowledge.*

## UPLOAD INSTRUCTIONS

### Application Deadline: October 21, 2019

This application will be uploaded to the Department of Cultural Affairs website, along with required digital supplemental materials. The application will consist of:

- Organization and agency contact information
- Narrative information about program goals, agency and organizational background, and details of the proposed project
- Budget, including partner agency contribution of at least \$25,000, which may be in-kind

In addition, the following required materials will be uploaded as separate files to supplement the proposal:

- A PDF letter of commitment (**limit 1MB**) provided by the partner city agency, signed by the agency's commissioner, which includes:
  - An articulation of the value that the proposed cultural program will bring to the agency's service delivery goals and the impact on its constituents
  - An overview of the partnership between the city agency and the proposed cultural partner
  - A commitment to continuing the proposed program beyond the grant period should it prove successful, including details about how the project would be funded in subsequent years
- A single PDF file including supporting documentation, e.g., previous program evaluations, programmatic material related to previous programs, curricula or other educational materials, or a schedule of planned events, as appropriate (**limit 1MB**)

The application should be uploaded to the DCLA website at  
<http://www1.nyc.gov/site/dcla/programs/culturalimpact-application.page>