The Department of Cultural Affairs (DCLA) is pleased to share the fiscal year 2024 (FY24) Cultural Development Fund (CDF) grant application requirements 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.

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

HOW TO USE THIS DOCUMENT

This worksheet contains the FY24 CDF application text. It is designed to give you access to application requirements to develop your responses offline. The wording of some questions and instructions are subject to slight change upon the launch of the application.

**This is not a replacement or substitution for the FY24 CDF application.** You must [submit](https://www.nyc.gov/site/dcla/cultural-funding/applying.page) your application and supplementary materials online.

How to read this document:

* Questions on the left correspond to the instructions on the right. Not all questions have instructions.
* If a question has a narrative response, the character limit will be listed first in italics in the instructions.
* If a question has a multiple-choice response, those options are indicated in a bulleted list beneath the question.
* **A question with an asterisk will be required.** If the question is inapplicable for you, type “0” or "N/A”.

If you have any questions regarding this document, reach out to your program officer or email us at cdfhelpdesk@culture.nyc.gov.

TABLE OF CONTENTS

[HOW TO USE THIS DOCUMENT 1](#_Toc129938719)

[TABLE OF CONTENTS 2](#_Toc129938720)

[ORGANIZATION INFORMATION 3](#_Toc129938721)

[Instructions 3](#_Toc129938722)

[General Information 3](#_Toc129938723)

[Organization Profile 6](#_Toc129938724)

[Board Profile 8](#_Toc129938725)

[Facility Information 9](#_Toc129938726)

[PUBLIC SERVICE AND IMPACT 11](#_Toc129938727)

[Public Service and Impact 11](#_Toc129938728)

[Project Summary 13](#_Toc129938729)

[Overview 13](#_Toc129938730)

[Details 14](#_Toc129938731)

[My Project Budget 20](#_Toc129938732)

[ORGANIZATIONAL ACCOUNTABILITY 26](#_Toc129938733)

[Previous Activities 26](#_Toc129938734)

[Attendance 27](#_Toc129938735)

[Staff Information 27](#_Toc129938736)

[Board Information 29](#_Toc129938737)

[ORGANIZATIONAL BUDGET 31](#_Toc129938738)

[Operating Budget 31](#_Toc129938739)

[Budget Notes 36](#_Toc129938740)

[COVID-19 Impact 37](#_Toc129938741)

[SUPPLEMENTAL MATERIALS AND WORK SAMPLES 39](#_Toc129938742)

[Instructions 39](#_Toc129938743)

[Required Documentation 39](#_Toc129938744)

[Quality: Support Materials/Work Sample 43](#_Toc129938745)

[FINAL STEPS 46](#_Toc129938746)

[Certifications 46](#_Toc129938747)

[Final Review and Submit 46](#_Toc129938748)

[Agreement 46](#_Toc129938749)

ORGANIZATION INFORMATION

# Instructions

Welcome to the Cultural Development Fund application for Fiscal Year 2024!

**Organizations must be eligible to apply for FY24 CDF Funding**. Review [our FY24 CDF Guidelines](https://www.nyc.gov/site/dcla/cultural-funding/applying.page) to check for eligibility. If you are uncertain of your organization’s eligibility, email us at cdfhelpdesk@culture.nyc.gov.

It is important to review, understand, and refer to our [FY24 CDF Guidelines](https://www.nyc.gov/site/dcla/cultural-funding/applying.page) while completing your application. Our guidelines provide information regarding:

* The three evaluative criteria used to assess and score your application. You should address the criteria throughout your application.
* Examples of the types of activities we fund.
* The minimum and maximum panel awards for each budget category based on your operating income (cultural operating income for Non Arts and Culture organizations).
* How to submit a qualifying and competitive proposal.
* The panel review and funding allocation processes.
* Other information important to submitting a complete and competitive application.

# General Information

Before you fill out any other part of this application, enter your organization's FY21 Operating Income. The number entered must be accurate and match the information on your FY21 IRS 990. This number should not include in-kind support.

|  |  |
| --- | --- |
| **Organization Legal Name\*** |  |
| **AKA** |  |
| **Employee Identification Number (EIN)\***  |  |
| **FY21 Operating Income\*** | This number must represent your FY21 operating revenue and correspond to your IRS 990 fiscal year ending in 2021. Do not include in-kind support or capital income. If your Organizational Type is "Non Arts and Culture," enter only your FY21 arts and cultural income. In this case, it will not match your 990 filing. This number will determine the budget category for the panel that will review your application. |
| **FY21 Operating Expenses\*** | This number must represent your FY21 operating expenses and correspond to your organization's IRS 990 fiscal year that ended in 2021. Do not include in-kind support or capital expenses.If your Organizational Type is "Non Arts and Culture," enter only your FY21 arts and cultural expenses. In this case, it will not match your 990 filing. |
| **Organizational Type\**** Arts Services
* Arts Education
* Botanical
* Gallery
* Historical Society
* Library
* Museum
* Performing
* Presenter
* Publisher/Publication
* Non Arts and Culture
 | Select up to three Organizational Types for your organization.The "Art Services" type is for organizations with a primary mission to provide service to the cultural field, rather than produce or present.The "Non Arts and Culture" type is for organizations with a primary mission broader than arts and culture. This includes churches, social services organizations, or any other organization working beyond culture. |
| **FY21 Operating Income (Non Arts and Culture)** | If your organization type is "Non Arts and Culture," enter your full organizational income here. This field will only appear if you selected “Non Arts and Culture” in the question above. |
| **Incorporation Year\*** | Enter the four-digit year your organization was incorporated as a non-for-profit organization. |
| **Using Conduit?\*** * Yes
* No
 | If your organization does not have IRS 501(c)3 tax exempt status and is applying with a conduit or fiscal sponsor, check yes and enter their legal name. Conduit organizations must meet all applicant eligibility requirements stated in the “Organizational Eligibility” section of the CDF guidelines.  |
| **Conduit’s Legal Name** |  |
| **Discipline\**** Architecture/Design
* Botany/Ecology
* Crafts/Design
* Dance
* Film/Video/Audio
* Humanities/History
* Literature
* Multi-Disciplinary - Non-Performing
* Multi-Disciplinary - Performing
* Multi-Disciplinary - Performing and Non-Perf
* Museum
* Music
* New Media
* Photography
* Science
* Theater
* Visual Arts
* Zoo
 | Select one discipline that best describes your organization’s principal programs. Consider which peer group of organizations best represents your mission. |
| **Borough\**** Bronx
* Brooklyn
* Manhattan
* Queens
* Staten Island
 | Select the borough that best represents the location of your primary activity. Your selection does not have to match your address.If you are applying for activity that takes place in multiple boroughs, you will have an opportunity to select additional boroughs in the "Public Services and Impact" section. |

# Organization Profile

### Organization Address

Enter organization's primary administrative address.

|  |  |
| --- | --- |
| **Street Address\*** |  |
| **Street Address 2** |  |
| **City\*** |  |
| **Borough\**** Bronx
* Brooklyn
* Manhattan
* Queens
* Staten Island
 |  |
| **Council District\**** This question is a pick-list that contains all 52 council districts as options
 | Select the council district that corresponds to your street address. If you don't know the council district, visit the [City Council's website](https://council.nyc.gov) to search by address. |
| **Community Board\**** This question is a pick-list that contains all 59 community boards as options
 | Select the community board that corresponds to your street address. If you don't know the community board, visit the [NYC Boundaries Map](https://boundaries.beta.nyc) to search by address. |
| **Neighborhood\**** This question is a pick-list that contains all NYC neighborhoods as options
 | Select the neighborhood that best corresponds to your street address. |
| **State\***  | This value defaults to NY and cannot be changed. |
| **ZIP Code\*** |  |
| **Is your mailing address different from your organization’s street address?\**** Yes
* No
 | If your mailing address is different from your primary administrative street address, click "Yes" and complete the fields below.  |
| **Mailing Address\*** | This field only appears if you indicated your mailing address is different from your street address. |
| **Mailing Address 2** | This field only appears if you indicated your mailing address is different from your street address. |
| **City\*** | This field only appears if you indicated your mailing address is different from your street address. |
| **Borough\*** | This field only appears if you indicated your mailing address is different from your street address. |
| **State\***  | This field only appears if you indicated your mailing address is different from your street address. This value defaults to NY and cannot be changed. |
| **ZIP Code\*** | This field only appears if you indicated your mailing address is different from your street address. |
| **Website\*** |  |
| **Facebook page (if applicable)** |  |
| **Twitter handle (if applicable)** |  |
| **Instagram handle (if applicable)** |  |
| **Other social media (if applicable)** |  |

###

### Executive Director Information

|  |  |
| --- | --- |
| **Salutation\**** Miss
* Mr.
* Ms.
* Mrs.
* Dr.
* M.
 |  |
| **First Name\*** |  |
| **Last Name\*** |  |
| **Title** |  |
| **Executive Director Work Phone Number\*** |  |
| **Ext.** |  |
| **Executive Director Cell Number\*** | Enter a cell phone number where we can reach your Executive Director in case of emergency. |
| **Email Address\*** | This email address is your Executive Director's email address registered in your account profile. |

# Board Profile

### Board Profile

Enter contact information for three of your board members. The board members should hold an officer title such as President, Secretary, Treasurer, etc. They should not be employed by your organization. For each board member, use contact information specific to them. Do not use a general email address for your organization.

|  |  |
| --- | --- |
| **First Name #1\*** |  |
| **Last Name #1\*** |  |
| **Email #1\*** |  |
| **Officer Title #1\*** |  |
| **First Name #2\*** |  |
| **Last Name #2\*** |  |
| **Email #2\*** |  |
| **Officer Title #2\*** |  |
| **First Name #3\*** |  |
| **Last Name #3\*** |  |
| **Email #3\*** |  |
| **Officer Title #3\*** |  |

# Facility Information

### Facility Information

Provide the following information regarding specific locations relevant to your organization, so that we may better serve and advocate for the field.

|  |  |
| --- | --- |
| **Primary Physical Facility\**** Donated
* Owned By Applicant Org
* Owned by City Agency
* Owned by other
* Rented from city agency
* Rented from Private Landlord
* Rented from other
* Work from home
 | Describe your organization's primary office or administrative space, which could be a home office, rental, owned space, or donated space. |
| **Physical Facilities Description\*** |  |
| **If shared, with whom** |  |

###

### Primary Locations/Venues

|  |  |
| --- | --- |
| **Identify the primary locations/venues where your principal activities take place. Include the capacity of each location/venue.\***  | *500 Character Limit*Examples of locations include, but are not limited to, theaters, schools, performing art centers, and online platforms.  |

PUBLIC SERVICE AND IMPACT

# Public Service and Impact

### Mission, History and Principal Activities

|  |  |
| --- | --- |
| **Briefly describe your mission and history. Succinctly detail your organization’s principal activities.\* (3,500 character limit)** | *3,500 Character Limit*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

|  |  |
| --- | --- |
| **Who are your organizational target audiences, and how do you reach them? Include the following:** **Audience Development: Who are the people you wish to serve through (a) your organization in general and (b) your proposed project? How do you engage them?** **Outreach: What strategies do you use to reach your target audience? Describe any communication efforts or plans you have developed.** **Equity and Inclusion: Describe what your organization does to make it easy for individuals to participate or make programs accessible. If you use tactics to make participation more affordable, describe them.\*** | *3,500 Character Limit*For this question, "Audience" includes any people who benefit from your programs and activities. This can include audience members who are spectators. It can also include individuals who are participants within a program or project.  |

For the below questions, please select all options that pertain to your organization and proposed project; answers will not be visible to panelists. Select one or more of the three specific options as applicable OR select "Does not apply" if none apply to your organization/project. If you do not wish to disclose, select "Prefer not to answer."

|  |  |
| --- | --- |
| **Organization is founded and led by an individual or collective that belongs to this community\**** People of color (POC)
* People with disabilities (PWD)
* Primary language other than English
* Does not apply
* Prefer not to answer
 | “Founded and led by an individual or collective that belongs to this community" means that your organization was created by and is currently led by a member of this community.  |
| **Organization names this community in its mission\**** People of color (POC)
* People with disabilities (PWD)
* Primary language other than English
* Does not apply
* Prefer not to answer
 | "Organization names this community in its mission" means that your organization's mission statement explicitly identifies this community. Be sure that your response to the Mission section above corresponds to your response here. |
| **The proposed project in this organization’s FY24 CDF application intentionally serves this community\**** People of color (POC)
* People with disabilities (PWD)
* Primary language other than English
* Does not apply
* Prefer not to answer
 | "The proposed project in this organization’s FY24 CDF application intentionally serves this community" means that your proposed project explicitly serves this community. Be sure that your project description and audience engagement responses correspond to your response here. |

# Project Summary

You may only request support for one (1) project.

Your proposed project is one that can be *realistically* completed in the upcoming fiscal year (July 1, 2023 – June 30, 2024). The Department of Cultural Affairs cannot support more than **75% of your total project costs**. If funded your project must be completed as proposed, regardless of your award.

# Overview

### Project Information

|  |  |
| --- | --- |
| **Project Title\*** | Enter a concise, direct project title to start this section.  |
| **Discipline Code\**** Architecture/Design
* Botany/Ecology
* Crafts/Design
* Dance
* Film/Video/Audio
* Humanities/History
* Literature
* Multi-Disciplinary - Non-Performing
* Multi-Disciplinary - Performing
* Multi-Disciplinary - Performing and Non-Perf
* Museum
* Music
* New Media
* Photography
* Science
* Theater
* Visual Arts
* Zoo
 | Select the discipline that best describes the organization’s proposed cultural programming. |
| **Borough(s)\**** Bronx
* Brooklyn
* Manhattan
* Queens
* Staten Island
 | Select the appropriate boroughs where proposed activities will take place, not the boroughs where your audience lives. |
| **Council District(s)\**** This question is a pick-list that contains all 52 council districts as options
 | Select the appropriate council districts where proposed activities will take place, not the districts where your audience lives. |

### Synopsis

|  |  |
| --- | --- |
| **Please summarize the project based on the full project description provided in the “Project Description” section.  This section will be included in your Grant Agreement if funded.\*** | *800 Character Limit*It is strongly recommended that you fill out your synopsis after completing your project description. Condense your 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. If applying for Language Access Fund (LAF) or Disability Forward Fund (DFF) consideration, include a short description in your synopsis.  |

# Details

### My Project Details

Your proposed activities must occur between July 1, 2023 and June 30, 2024. They must take place within New York City’s five boroughs. Use a high level of detail in your proposal.

### Project Description

Provide a proposal of your project while keeping the evaluative criteria in mind. Include the following components.

* Introduce your project: Very briefly describe what it is and who it is for.
* Public Service and Impact: What is the need or issue your project aims to address? Explain the service and describe its proposed impact. How are you positioned to do this work?
* Activities: What are the activities and the project timeline? Be sure to describe what the project consists of including the number, timing, and frequency of activities as well as their proposed locations. You can also include project structure; any relevant partnerships, artists, or arts workers and their roles; or other details important to the project.
* Planning: How do you plan and implement your project? How are creative, curatorial, or pedagogical decisions determined?
* Goals: What are the goals and outcomes of your project during the fiscal year? If you plan to do so, how will you assess or evaluate?

|  |  |
| --- | --- |
| **Your project proposal should be readable and cohesive for panelists to review. Paragraph breaks count as a single character.** | *5,000 Character Limit*Your project proposal is a key component to your application. Panelists will apply the Public Service and Impact criteria to your proposal. It is important to: * Demonstrate your project proposal’s public service and its connection to your mission.
* Be compelling, detailed, and specific. Include the who, what, where, when, why, and how. If some proposed activities are unconfirmed, describe the process that will determine them.
* Consider deeply each point outlined in the prompt. Do not write generically. Instead, develop a proposal that is specific to your organization, its mission, and the activities that you propose.
 |

### Project Details

Multiple values can be selected for "Specific audience."

|  |  |
| --- | --- |
| **Start date of project proposal\*** | Your project's start date cannot be before July 1, 2023. Estimates are okay. |
| **End date of project proposal\*** | Your project's end date cannot be after June 30, 2024. Estimates are okay. |
| **Number of direct recipients\*** | Estimate how many direct recipients your project will reach. Think about who is the focus of your program—your target audience. Recipients can include general audience members at a public event. They can also include individuals or groups who participate in your programming. If this number is significantly different than the audience numbers listed in your previous activities, explain why in your project proposal.  |
| **Number of indirect recipients\*** | Estimate how many recipients your project will reach who aren’t direct recipients. For example: For an education program that serves high school students, the audience—such as friends and family—of a culminating event would be indirect recipients. Your project may or may not have any indirect recipients.  |
| **Specific audience\**** Pre-school
* Grades K–5
* Grades 6–8
* Grades 9–12
* Young Adults
* Adults
* Older Adults
* General
 | Multiple groups can be selected for “Specific Audience.” You may select more than one group by checking the box next to it. |
| **Will you charge for any activities in your project proposal?\**** Yes
* No
 | If audience members or organizations pay for your service, select “Yes”. |
| **Describe the amounts and who pays.\*** | *1,000 Character Limit*This question only appears if you selected “Yes” to the above question. |
| **Do you provide discounts, scholarships, or subsidies for activities in your project proposal?\**** Yes
* No
 |  |
| **Describe them\*** | *1,000 Character Limit*This question only appears if you selected “Yes” to the above question. |

### Artist Compensation

|  |  |
| --- | --- |
| **Do you compensate artists who provide services or content?\**** Yes
* No
 |  |
| **Describe your artist compensation priorities and practices. If relevant, include details about any collective bargaining agreements.\*** | *1,000 Character Limit*Be sure to include dollar amounts or ranges as applicable.This question only appears if you selected “Yes” to the above question. |
| **Do artists who provide services or content pay to participate?\**** Yes
* No
 |  |
| **What is the cost structure?\*** | *1,000 Character Limit*Be sure to include dollar amounts or ranges as applicable.This question only appears if you selected “Yes” to the above question. |

### Disability Access

|  |  |
| --- | --- |
| **If relevant, describe your specific strategies and policies to make programs accessible to internal and external constituents with disabilities. These should go beyond ADA compliance.\*** | *2,000 Character Limit*Describe how you make programming accessible to people with disabilities. You can include:* Details on recent efforts to increase accessibility, such as space modification or barrier reduction for people with physical, auditory, visual, or cognitive disabilities.
* Creating inclusive organizational and programmatic initiatives, such as hiring practices, staff training, and program design that serves the disability community
* Collaborating with the disability community, including partner organizations
 |

### Education Program

|  |  |
| --- | --- |
| **Is your proposed project an education program that benefits children in grades Pre-K through 12?\**** Yes
* No
 |  |
| **Education program categories*** Arts Exposure
* Arts Skills
* Arts in Education
 | * Arts Exposure projects focus on a defined or specific number of performances, lectures/demonstrations or exhibitions, often including pre-visit materials or post-event discussions.
* Arts Skills projects emphasize sustained and regular training, including developing and mastering the skills of a particular artistic discipline.
* Arts in Education projects include scheduling regular artistic/cultural activities to further aesthetic and intellectual awareness and growth; hiring trained teaching artists to deliver programming with some level of curriculum integration; planning projects and reviewing them with classroom teachers; delivering cultural pedagogy in a school classroom, cultural facility, or other location.

This question only appears if you selected “Yes” to the above question. |
| **Describe how your teaching artists collaborate with teachers at the school to design and implement the project.\*** | *1,500 Character Limit*This question only appears if you selected “Yes” to the above question. |

###

### Create NYC Initiatives

When available, funding is provided for Create NYC Initiatives. Recent allocations have been for project proposals that are aligned with the Language Access Fund (LAF) and the Disability Forward Fund (DFF).

|  |  |
| --- | --- |
| **Does your proposed project clearly describe a program or component of a program for LAF?\**** Yes
* No
 | 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. It supports projects for audiences that are non-English speaking, English Language Learners, or use American Sign Language. To be considered for LAF, you must describe your LAF-related activities in the Project Description section of your application. Review our guidelines if you would like to be considered. |
| **List the languages offered in your project proposal. Specify whether the project is bilingual. If your proposed project is in English, specify if it is intentionally serving ELL students.\*** | *500 Character Limit* |
| **Does your proposed project clearly describe a program or component of a program for DFF?\**** Yes
* No
 | DFF was created to promote new and ongoing programs that meaningfully engage people with disabilities. To be considered for DFF, you must describe your DFF-related activities in the Project Description section of your application. Review our guidelines if you would like to be considered. |
| **Which communities with disabilities does your proposed project specifically serve?\*** | *500 Character Limit* |

# My Project Budget

### Project Budget

The income and expenses for the project budget will be for the grant period from July 1, 2023–June 30, 2024. Enter project budget figures for each category. Do not include in-kind or capital support. Enter only whole dollar amounts with no decimals.

DCLA can fund up to 75% of the total cost of a project. Read through the Guidelines, which lists the minimum award amounts in your budget category. If awarded support, you may use the DCLA funds for any project expenses other than fundraising, government advocacy or capital expenditures.

### Earned Income

Enter the amounts that you anticipate allocating to this project. If the project will use a portion of a grant or fundraising event, only enter the funds that will be used to support this project.

|  |  |
| --- | --- |
| **Admissions/Box Office\*** | Enter income derived or anticipated from admission to events, exhibitions, and performances. |
| **Contracted Services\*** | Enter income anticipated from or received for services provided by your organization (e.g., space rental, performance fees, or school programming fees).  |
| **Tuition, Class/Workshop Fees\*** | Enter income anticipated from or received for fees charged for classes, registration, workshops, and seminars. |
| **Publications\*** | Enter income derived from the sale of publications. |
| **Fundraising Events (Gross)\*** | Enter income derived or anticipated from benefits, galas, and other fundraising events. Remember that your proposed project cannot be a benefit, gala or fundraising event itself.  |
| **Other Earned Income\*** | Enter all other unaccounted sources of earned income (e.g., interest on bank accounts, concession sales, membership income).  |
| **Total Earned Income** | This value will auto-calculate. |

### Unearned Income/Non-Government

Enter the amounts that you anticipate allocating to this project. If the project will use a portion of a grant or fundraising event, only enter the funds that will be used to support this project.

|  |  |
| --- | --- |
| **Corporate Contributions\*** | Enter cash support derived or anticipated from contributions given by businesses, corporations, and corporate foundations. This category includes funds from employee-matching gift programs and members’ support from “friends” organizations.  |
| **Foundation Grants\*** | Enter cash support derived or anticipated from private foundations. |
| **Individual Contributions\*** | Enter support from private individuals, including board member contributions. |
| **Other Unearned Income\*** | Enter all other unaccounted sources of unearned income (e.g., endowment interest income, contributions from a foreign consulate).  |
| **SUBTOTAL\*** | This value will auto-calculate. |

### Unearned Income/Government Income

Enter the amounts that you anticipate allocating to this project. If the project will use a portion of a grant or fundraising event, only enter the funds that will be used to support this project.

|  |  |
| --- | --- |
| **NEA\*** | Enter support from the National Endowment for the Arts.  |
| **NYSCA\*** | Enter support from the New York State Council on the Arts. |
| **Other Federal/State\*** | Enter funds derived or anticipated from any other federal or state source (e.g., National Endowment for the Humanities, Institute of Museum and Library Services, Community Development Block Grants, Urban Development Action Grants, New York State Natural Heritage Trust, New York State Department of Education).  |
| **Department of Cultural Affairs/Cultural Development Fund (CDF)\*** | Enter your DCLA project request here. Include any anticipated City Council Member Item funding that you expect will be administered by DCLA. Do NOT include City Council Initiative funding in this field.  |
| **Department of Cultural Affairs/City Council Initiatives\*** | This field is pre-populated with $0 as it refers to City Council Initiatives, which cannot overlap with this CDF project.  |
| **Department of Cultural Affairs/Other\*** | For organizations apportioning their DCLA Energy funding to this project, enter the applicable amount here. **Do not** enter location based funding, LAF or DFF in this field. |
| **Other City\*** | Enter funds received or anticipated from any other City Agency (e.g. Department of Education, Department for the Aging, Department of Youth and Community Development).  |
| **Local Arts Council\*** | Enter funds received or anticipated from your local arts council. Note that only non-DCLA re-grant funds (e.g. NYSCA re-grant funds) can be used to fund CDF projects.  |
| **SUBTOTAL** | This value will auto-calculate. |
| **Totally Unearned Income** | This value will auto-calculate. |
| **TOTAL INCOME** | This value will auto-calculate. |

### Expenses

|  |  |
| --- | --- |
| **Personnel: Administrative\*** | Enter personnel expenses for administrative staff members on salary for whom the organization makes withholding deductions. Only include expenses related to the CDF project. |
| **Personnel: Artistic\*** | Enter personnel expenses for artistic staff members on salary for whom the organization makes withholding deductions. Only include expenses related to the CDF project. |
| **Personnel: Technical/Production\*** | Enter personnel expenses for technical and production staff members on salary for whom the organization makes withholding deductions. Only include expenses related to the CDF project. |
| **Outside Professional Service\*** | Enter payments to persons or firms on a fee-for-service basis, including stipends, honoraria, or contract payments for which no withholding deductions are made. Only include expenses related to the CDF project. |
| **Space Rentals/Utilities\*** | Enter payments for rental of office, rehearsal, theater hall, gallery, and other such spaces, as well as utilities such as electricity, water, gas, etc. Only include expenses related to the CDF project. |
| **Equipment Rental/Supplies\*** | Enter rental charges for equipment on a per-use basis (e.g., lighting, sound). Also, enter equipment and supplies purchased costing less than $500 with an estimated useful life of less than two years (e.g., paper, soap, pointe shoes, pencils, paint brushes). Only include expenses related to the CDF project. |
| **Travel/Transportation\*** | Enter costs directly related to travel and lodging for artists or shipping of artwork or equipment. Rentals of transportation for students (e.g. school buses) can also be included. Only include expenses related to the CDF project. |
| **Advertising/Promotion/Marketing\*** | Enter costs for advertising, marketing, publicity, and/or promotion. **Do not** include payment to individuals or firms that belong under “Personnel” or “Outside Professional Services.” Only include expenses related to the CDF project. |
| **Other Expenses\*** | Enter all expenses not entered in other categories. Include scripts and scores, storage, postage, telephone, interest charges, publication purchases, sets and props, insurance fees, etc. Only include expenses related to the CDF project.  |
| **TOTAL EXPENSES** | This value will auto-calculate. |
| **SURPLUS/DEFICIT** | This value will auto-calculate. |

### Anticipated Funding

|  |  |
| --- | --- |
| **Itemize any anticipated direct or indirect funding sources for the project by name and amount. Indicate received or committed funds with an asterisk (e.g., ABC Foundation: $10,000\*).\***  | *2,000 Character Limit* |

### Other Sources of Income and Expenses

|  |  |
| --- | --- |
| **Detail sources of income and expenses 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**
 | *2,000 Character Limit* |

ORGANIZATIONAL ACCOUNTABILITY

# Previous Activities

**Enter up to twelve (12) of your past activities that have taken place since July 1, 2021.** List activities that demonstrate programming relevant to your proposed project and programmatic track record.

**At least one activity is required to complete this section.**

Each of the below questions is required for each activity you choose to enter.

|  |  |
| --- | --- |
| **Priority\**** A picklist of numbers 1-12 (each number can only be used once)
 | Your most relevant activities should be numbered in descending order. |
| **Title and short description of activities\*** | *800 Character Limit*Use the available characters to enter a title and describe content of the program—number of events, key artists, frequency, etc. Groups of events such as a season of performances or exhibition series may be listed as a single activity. |
| **Activity date(s)\*** | (e.g. 3/01/2021–3/15/2021, 10/5/2021) |
| **Venue/Location\*** | For online programming note the primary platform of the event (Zoom, YouTube, Facebook Live, etc.). Include activities in **New York City** that are related to your proposed project. |
| **Number of Direct Recipients\*** |  |
| **Related to the proposed project in this application?\**** Yes
* No
 |  |
| **Target Audience Type\**** Pre-school
* Grades K–5
* Grades 6–8
* Grades 9–12
* Young Adults
* Adults
* Older Adults
* General
 |  |

# Attendance

### FY22 Educational Programs

This section refers to educational services benefiting children in grades Pre-K through 12.

|  |  |
| --- | --- |
| **Did you provide direct service to NYC public and/or charter school students in FY22?\**** Yes
* No
 |  |
| **Did you offer virtual or hybrid programs to K–12 public school students in FY22?\**** Yes
* No
 |  |
| **Did you provide arts in education professional development?\**** Yes
* No
 | Professional development is for individuals—typically adults—who realize or implement arts in education programming. Examples include teaching artists, program managers, and classroom teachers. |

# Staff Information

### General Staffing Information

Enter the total number of staff—paid and unpaid—working for your organization. Full-time employees are permanent staff members working 35+ hours a week.

If your organization has a mission that is broader than arts and culture, **only** provide information about your staff involved in arts and culture programming.

|  |  |
| --- | --- |
| **Total Number of Staff\*** |  |
| **Total Number Paid\*** |  |
| **Total Number Full-time\*** |  |
| **How does your organization foster a culture of diversity, equity, and inclusion?\* Include the following:** * **Investment: How does your organization develop underrepresented voices in the cultural workforce?**
* **Goals: What measurable efforts and objectives have you created towards diversity, equity, and inclusion? Where are you in the process, and how successful have you been in reaching these goals?**
* **Workforce: What is your strategy to recruit and retain a diverse workforce? This includes administrative/artistic staff, leadership, and board.**
 | *2,000 Character Limit*Your answer should go beyond your EEO statement. Include specific detail with regard to the three bullet points.  |

### Internships and Fellowships

|  |  |
| --- | --- |
| **Describe any internship or fellowship programs your organization conducts or participates in. Include specific details about recruitment and compensation (e.g. job fairs, wages, stipends, MetroCards, etc.). If this does not apply to you enter “N/A”.\*** | *1,000 Character Limit* |

# Board Information

### General Board Information

|  |  |
| --- | --- |
| **Number of members on your full board\*** |  |
| **Do members have term limits?\*** |  |
| **Does your board have a committee structure?\**** Yes
* No
 | Nonprofit board committees are smaller groups of individuals that work together around a targeted matter. They can be standing committees that meet regularly and report to the board. They could also be ad hoc committees that are short-term and task-focused with a limited duration. |
| **What committees does your board currently have?\*** | List the names of your committees and indicate if they are standing or ad hoc. |
| **What are your members' expected contribution, their "give or get"?** | Type the dollar amount or range that an individual board member is expected to donate or raise each fiscal year. If there is no "give or get" requirement, type "0". |
| **If board members offer non-monetary support beyond a committee structure, describe what they provide.** | *1,000 Character Limit*Non-monetary support may include but is not limited to:* Operational Support: such as writing for your organization; managing the website; drafting budgets; planning fundraisers; or other work.
* Advisory Support: for example, as a knowledgeable key community partner; a cultural worker with field expertise; someone with technological or business expertise; or someone with other specialized knowledge.
* Resource Support: such as giving material donations, access to space, volunteer time, or any other resources.
 |

### Fiscal Planning

|  |  |
| --- | --- |
| **Describe your near-term fiscal planning process and priorities. What role does your board and staff play in creating the budget for the fiscal year?\*** | *1,000 Character Limit*Describe, in detail, your fiscal planning processes and priorities. Include policies and practices you've formally put in place to include the board and staff. Include long-term goals only if they are specific. An example of a specific long-term goal is purchasing a building, not increasing or diversifying funding. |

ORGANIZATIONAL BUDGET

Operating Budget
In this section, please enter your annual operating budgets for the most recently completed Fiscal Year, the current Fiscal Year, and projected Fiscal Year. Begin by telling us when your Fiscal Year starts for each period. Then enter budget figures according to your Fiscal Year for each category requested.

Do not include in-kind or capital support in any of the figures provided.

If your organization has a mission that is broader than arts and culture, these figures should reflect your cultural budget only.

### Fiscal Years

|  |  |
| --- | --- |
| **FY22 Start Date\*** |  |
| **FY23 Start Date\*** |  |
| **FY24 Start Date\*** |  |

###

### Earned Income

All below figures will need to be completed for three fiscal years: the completed Fiscal Year (Fiscal Year 22), the current Fiscal Year (Fiscal Year 23), and projected Fiscal Year (Fiscal Year 24).

|  |  |
| --- | --- |
| **Admissions/Box Office\*** | Enter income derived or anticipated from admission to events, exhibitions, and performances. |
| **Contracted Services\*** | Enter income anticipated from or received for services provided by your organization (e.g., space rental, performance fees, or school programming fees).  |
| **Tuition, Class/Workshop Fees\*** | Enter income anticipated from or received for fees charged for classes, registration, workshops, and seminars. |
| **Publications\*** | Enter income derived from the sale of publications. |
| **Fundraising Events (Gross)\*** | Enter income derived or anticipated from benefits, galas, and other fundraising events.  |
| **Other Earned Income\*** | Enter all other unaccounted sources of earned income (e.g., interest on bank accounts, concession sales, membership income).  |
| **Total Earned Income** | This value will auto-calculate. |

### Unearned Income/Non-Government

All below figures will need to be completed for three fiscal years: the completed Fiscal Year (Fiscal Year 22), the current Fiscal Year (Fiscal Year 23), and projected Fiscal Year (Fiscal Year 24).

|  |  |
| --- | --- |
| **Corporate Contributions\*** | Enter cash support derived or anticipated from contributions given by businesses, corporations, and corporate foundations. This category includes funds from employee-matching gift programs and members’ support from “friends” organizations.  |
| **Foundation Grants\*** | Enter cash support derived or anticipated from private foundations. |
| **Individual Contributions\*** | Enter support from private individuals, including board member contributions. |
| **Other Unearned Income\*** | Enter all other unaccounted sources of unearned income (e.g., endowment interest income, contributions from a foreign consulate).  |
| **SUBTOTAL\*** | This value will auto-calculate. |

### Unearned Income/Government Income

All below figures will need to be completed for three fiscal years: the completed Fiscal Year (Fiscal Year 22), the current Fiscal Year (Fiscal Year 23), and projected Fiscal Year (Fiscal Year 24).

|  |  |
| --- | --- |
| **NEA\*** | Enter support from the National Endowment for the Arts.  |
| **NYSCA\*** | Enter support from the New York State Council on the Arts. |
| **Other Federal/State\*** | Enter funds derived or anticipated from any other federal or state source (e.g., National Endowment for the Humanities, Institute of Museum and Library Services, Community Development Block Grants, Urban Development Action Grants, New York State Natural Heritage Trust, New York State Department of Education).  |
| **Department of Cultural Affairs/Cultural Development Fund (CDF)\*** | Enter your previous, current, and anticipated CDF awards here. Include City Council Member Item funding administered by DCLA as well as location based funding, LAF and DFF allocations. Do NOT include City Council Initiative funding in this field. |
| **Department of Cultural Affairs/City Council Initiatives\*** | Enter City Council Initiative awards here. These include: CASA, SU-CASA, Cultural Immigrant Initiative, CTC, and Anti-Gun Violence- Art a Catalyst for Change. |
| **Department of Cultural Affairs/Other\*** | Enter DCLA Energy Fund awards here.  |
| **Other City\*** | Enter funds received or anticipated from any other City Agency (e.g., Department of Education, Department for the Aging, Department of Youth and Community Development).  |
| **Local Arts Council\*** | Enter funds received or anticipated from your local arts council.  |
| **SUBTOTAL** | This value will auto-calculate. |
| **Totally Unearned Income** | This value will auto-calculate. |
| **TOTAL INCOME** | This value will auto-calculate. |

###

### Expenses

All below figures will need to be completed for three fiscal years: the completed Fiscal Year (Fiscal Year 22), the current Fiscal Year (Fiscal Year 23), and projected Fiscal Year (Fiscal Year 24).

|  |  |
| --- | --- |
| **Personnel: Administrative** | Enter personnel expenses for administrative staff members on salary for whom the organization makes withholding deductions.  |
| **Personnel: Artistic\*** | Enter personnel expenses for artistic staff members on salary for whom the organization makes withholding deductions.  |
| **Personnel: Technical/Production\*** | Enter personnel expenses for technical and production staff members on salary for whom the organization makes withholding deductions.  |
| **Outside Professional Services\*** | Enter payments to persons or firms on a fee-for-service basis, including stipends, honoraria, or contract payments for which no withholding deductions are made.  |
| **Space Rentals/Utilities\*** | Enter payments for rental of office, rehearsal, theater hall, gallery, and other such spaces, as well as utilities such as electricity, water, gas, etc.  |
| **Equipment Rental/Supplies\*** | Enter rental charges for equipment on a per-use basis (e.g., lighting, sound). Also, enter equipment and supplies purchased costing less than $500 with an estimated useful life of less than two years (e.g., paper, soap, pointe shoes, pencils, paint brushes).  |
| **Travel/Transportation\*** | Enter costs directly related to travel and lodging for artists or shipping of artwork or equipment. Rentals of transportation for students (e.g. school buses) can also be included.  |
| **Advertising/Promotion/Marketing\*** | Enter costs for advertising, marketing, publicity, and/or promotion. Do not include payment to individuals or firms that belong under “Personnel” or “Outside Professional Services.”  |
| **Other Expenses\*** | Enter all expenses not entered in other categories. Include scripts and scores, storage, postage, telephone, interest charges, publication purchases, sets, and props, insurance fees, etc.  |
| **TOTAL EXPENSES** | This value will auto-calculate. |
| **SURPLUS/DEFICIT** | This value will auto-calculate. |

# Budget Notes

**Explain the figures entered in the Operating Budget section in the questions below.** Provide as much detail as you can, and do not leave any question blank.

### Fiscal Year Variation

|  |  |
| --- | --- |
| **Describe in detail the budget figures in the total/subtotal lines that vary by 25% or more between adjacent fiscal years for the following categories:\*** * **Total Earned Income**
* **Unearned/Non-Government Income**
* **Unearned/Government Income**
* **Expenses**
 | *2,000 Character Limit* |

### Other Sources of Income and Expenses

|  |  |
| --- | --- |
| **List each source and amount for the FY24 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**
 | *2,000 Character Limit* |
| **Does your CDF project request include anticipated City Council Member Item funding?\*** * Yes
* No
 |  |
| **How much and which council members (if known)?\*** | This question only appears if you selected “Yes” to the above question. |

###

### Surplus/Deficit

|  |  |
| --- | --- |
| **Explain any organizational surplus or deficit listed in the Operating Budget’s three fiscal years, including the origin, the impact and how your organization will address it. \*** | *2,000 Character Limit*Compare these notes to the automatically calculated surplus and deficit from the operating budget to be sure your answer addresses those figures. |

### In-kind Support

|  |  |
| --- | --- |
| **In-kind Support for FY23\*** |  |
| **Specify the sources for In-kind Support for the current year. Please list them by source and amount.\***  | *2,000 Character Limit*In-kind Support is defined as donated goods or services. This allows the panel to see how your organization can conduct activity at a level beyond your cash income and expenses. |

### Further Explanation

|  |  |
| --- | --- |
| **Account for any other anomalies or items in the figures entered for the Operating budgets that may require further explanation.** | *1,000 Character Limit*Use this space to address any notable growth or decline in your organizational budget; any discrepancies between your project and organizational budgets; as well as any other budget anomalies not previously addressed. |

# COVID-19 Impact

### COVID-19 Impact

DCLA continues to respond to the ongoing impact of the COVID-19 pandemic and related programmatic and economic disruptions to the cultural field in New York City. This section will help the agency understand how the pandemic has impacted your organization.

|  |  |
| --- | --- |
| **Please describe the lasting impact of the COVID-19 pandemic on your organization, including strategies to adapt mission-driven activities and long-term changes to the structure of your organization or programs (if applicable).** | *800 Character Limit* |

### Special Funds

|  |  |
| --- | --- |
| **Does your organization have any special funds?\**** Yes
* No
 | Special Funds include endowment, cash reserve or other designated or restricted funds. If you click "Yes," you will be able to enter and save up to four (4) Special Funds and each will need to answer the five questions below. |
| **Fund Type*** Endowment
* Cash Reserve
* Other
 | This question only appears if you selected “Yes” to the above question. |
| **Restricted/Unrestricted*** Restricted
* Unrestricted
 | This question only appears if you selected “Yes” to the above question. |
| **Amount as of 07/01/22 ($)** | This question only appears if you selected “Yes” to the above question. |
| **Projected Amount for 07/01/2023 ($)** | This question only appears if you selected “Yes” to the above question. |
| **Purpose (if restricted)** | This question only appears if you selected “Yes” to the above question. |

SUPPLEMENTAL MATERIALS AND WORK SAMPLES

# Instructions

Review the [guidelines](https://www.nyc.gov/site/dcla/cultural-funding/applying.page) for the mandatory documents and URLs. Documents must be in the correct file format. For sections requesting a URL, follow the instructions to link to the appropriate webpages. Applications missing the appropriate and required documents will be considered incomplete.

While you may need to submit additional documents, you **must** upload the following:

* An IRS 501(c)(3) determination letter
* Your IRS form 990 for your fiscal year ending in 2021
* Applicable financial statements for your 2021 fiscal year
* Organizational background materials

Some organizations may need to submit the additional following documents:

* A full organizational budget on our template; this is for organizations with a primary mission beyond arts and culture; review the guidelines for further information. This will only appear if you selected "Non Arts and Culture" as an Organization Type in Section 1.
* NY State incorporation documentation or sponsorship documentation if you are using a fiscal sponsor or conduit

# Required Documentation

|  |  |
| --- | --- |
| **IRS 501(c)(3) determination letter.\*** | If you are applying with a fiscal sponsor/conduit, upload your fiscal sponsor’s 501(c)(3) determination letter. Upload as a PDF.Allowed file types: PDF Files size up to 1 MB |
| **Upload the IRS form 990 for your fiscal year ending in 2021.\*** | Organizations with budgets under $50,000 can upload IRS 990-N or 990-EZ. Upload as a PDF.Allowed file types: PDFFiles size up to 5 MB |
| **Upload the financial statements for your fiscal year ending in 2021.\*** | This is not required for organizations with FY21 operating expenses between $50,000 and $249,999.For all other organizations, you **must** upload the following according to your FY21 operating expenses.* **Under $50,000**: a signed Treasurer’s Statement; review our guidelines for the correct format
* **$250,000–$999,999**: an FY21 Independent Accountant’s Review
* **$1,000,000 and over**: an FY21 Audited Statement

Upload as a PDF.Allowed file types: PDFFiles size up to 5 MB |

### Fiscal Sponsorship/Conduit

|  |  |
| --- | --- |
| **Is your organization applying with a fiscal sponsor/conduit? \**** Yes
* No
 | If you selected "Yes"the below fields will appear. |
| **Upload your fiscal sponsor's letter that confirms their sponsorship for your FY24 CDF application.\*** | The letter must be dated January 1, 2023 or later. Upload as a PDF.Allowed file types: PDFFiles size up to 1 MBThis question only appears if you selected “Yes” to the above question. |
| **Upload your proof of New York State nonprofit incorporation.\*** | Acceptable documentation includes NY State incorporation certificate or Board of Regents Charter under 216 of the State Education Law. Upload as a PDF.Allowed file types: PDFFiles size up to 1 MBThis question only appears if you selected “Yes” to the above question. |

### A full Organization Budget required for organizations with a mission beyond arts and culture.

|  |  |
| --- | --- |
| **Upload the full organizational budget on our template for your fiscal years 2022–2024** | Full Organization Budget required for organizations with a mission beyond arts and culture.If your organization has a mission that is broader than arts and culture, these figures should reflect your entire organization's budget. They should not match the numbers in your arts and culture budget in section 4.This will contextualize your arts and culture budget within your full operations for the panel.Upload as an Excel doc. Allowed file types: ExcelFiles size up to 1 MBThis question only appears if you selected “Non Arts and Culture” as an organization type in the Organization Information section.  |

# Quality: Support Materials/Work Sample

Organizational Background Materials
Submit **one PDF** file—up to 10 pages—that establishes your arts and cultural public engagement over at least the past three years. Your submission will be shared with panelists and will contribute to the evaluation of your proposal. **Do not include hyperlinks.**

|  |  |
| --- | --- |
| **Upload your organizational background materials.\*** | Background materials may include but are not limited to: Project background* Artist bios
* Images
* Publications
* Testimonials

Marketing/audience engagement* Brochures/postcards/catalogue pages
* Email blasts/website pages
* Press/publicity
* Programs/playbills

Educational materials* Teaching artist bios
* List of schools visited or projected for the upcoming year
* Curriculum materials/study guides
* Letters of support from school administrators/teachers/students

Upload as a PDF.Allowed file types: PDFFiles size up to 5 MB |

### Work Samples

Share up to two (2) work samples showcasing your best programming **relevant to your CDF project proposal.** Work samples are optional. Panelists will be instructed to review up to two (2) minutes of each submitted work sample.

**Panelists will be instructed not to peruse general organizational websites or social media pages.**

Links to materials must be publicly accessible and not password protected through summer 2023.

|  |  |
| --- | --- |
| **Work Sample 1: Are you submitting a work sample?\**** Yes
* No
 | Work samples may include:  • A two-page PDF of images or creative writing samples from past programming  • Links to programmatic websites or social media posts from past programming  • Direct links to audio/visual work of past programs—if your video should be reviewed at a certain cue time, please include this in the embedded link provided  Cloud-based storage platforms, such as DropBox or Google Drive, will **not** go to panel review.If you selected "Yes"the below field will appear. |
| **Work Sample 1: Do you have a weblink or do you want to upload a file?*** Weblink
* File Upload
 | For File UploadAllowed file types: PDF Files size up to 1 MBThis question only appears if you selected “Yes” to the above question. |
| **Work Sample 2: Are you submitting a second work sample?\**** Yes
* No
 | Work samples may include:  • A two-page PDF of images or creative writing samples from past programming  • Links to programmatic websites or social media posts from past programming  • Direct links to audio/visual work of past programs—if your video should be reviewed at a certain cue time, please include this in the embedded link provided  Cloud-based storage platforms, such as DropBox or Google Drive, will **not** go to panel review.If you selected "Yes"the below field will appear. |
| **Work Sample 2: Do you have a weblink or do you want to upload a file?*** Weblink
* File Upload
 | For File UploadAllowed file types: PDF Files size up to 1 MBThis question only appears if you selected “Yes” to the above question. |

FINAL STEPS

# Certifications

### Tax-exempt status and insurance information

Please provide the following information on your organization's tax-exempt status.

|  |  |
| --- | --- |
| **Is this organization tax-exempt?\**** Yes
* No
 |  |
| **Will the services described in this application be covered by Comprehensive General Liability insurance?\**** Yes
* No
 | If you click “Yes” the below questions will appear.  |
| **Amount of bodily injury ($) \*** |  |
| **Amount of property damage ($) \*** |  |

# Final Review and Submit

Review each section and field in your application for accuracy and completeness before submitting. All required fields must be filled in for your application to be accepted.

# Agreement

### Certification and Release

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

The checkbox is enabled when all required fields in the application are complete.

|  |  |
| --- | --- |
| Yes, **I certify that the information entered in this Application is correct and complete to the best of my knowledge.\*** |  |
| **First Name\*** |  |
| **Last Name\*** |  |
| **Title\*** |  |
| **Date\*** |  |