Welcome to the Cultural Development Fund Application for fiscal year 2025!

Deadline: Thursday, June 27, 5:00PM, ET
No exceptions.

This is our FY25 application worksheet. **This worksheet does not substitute submitting your application online through our web portal.** Instead, it provides the application text so that you can develop your responses outside of our portal.

The wording of some questions and instructions are subject to slight change upon the launch of the application.

If you have any questions regarding our worksheet, contact your program officer or email us at cdfhelpdesk@culture.nyc.gov.

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 Unit under supervision of the Commissioner.

*Please note that corresponding page numbers below may change if you type your responses into this worksheet. To update the page numbers, click at the top of the table of contents, select “Update Table,” then select “Update page numbers only.”*

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# ORGANIZATION INFORMATION

## General Information

\* Indicates required field

**Organization Legal Name**

Response:

**AKA**

Response:

**Employee Identification Number (EIN)**

Response:

**\*FY22 Operating Income**This number must represent your FY22 operating revenue and correspond to your IRS 990 for the fiscal year ending in 2022.

This number will determine the budget category for the panel that will review your application.

Do not include in-kind support or capital income.

If your Organization Type includes "Non Arts and Culture", enter only your FY22 arts and cultural income. In this case, it will not match your 990 filing.

Response:

**\*FY22 Total Expenses**This number must represent your FY22 operating expenses and correspond to your IRS 990 for the fiscal year that ended in 2022.

Do not include in-kind support or capital expenses.

If your Organization Type includes "Non Arts and Culture", enter only your FY22 arts and cultural expenses. In this case, it will not match your 990 filing.

Response:

**\*Organization Type**Select up to three Organization 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.

|  |  |  |  |
| --- | --- | --- | --- |
| □ Arts Services | □ Arts Education | □ Botanical | □ Gallery |
| □ Historical Society | □ Library | □ Museum | □ Performing |
| □ Presenter | □ Publisher/Publication | □ Non Arts and Culture |  |

**\*Incorporation Year**Enter the four-digit year your organization was incorporated as a not-for-profit organization.

Response:

**\*FY22 Operating Income (Non Arts and Culture)**If your Organization Type includes "Non Arts and Culture," enter your full organizational income here. This number must correspond to your IRS 990 for the fiscal year ending in 2022.

Response:

**\*Using a Conduit?**If you do not have IRS 501(c)3 tax exempt status and are applying with a conduit or fiscal sponsor, check yes and enter its legal name. Conduit organizations must meet all applicant eligibility requirements stated in the “Organizational Eligibility” section of the CDF guidelines.

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*If yes, Conduit's Legal Name**

Response:

**\*Discipline**Select one (1) discipline that best describes your principal programs/proposed project. This selection will inform the panel that reviews your application, so consider which peer group of organizations best represents your mission.

|  |  |  |
| --- | --- | --- |
| ○ 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-Performing | ○ Museum | ○ Music |
| ○ New Media | ○ Photography | ○ Science |
| ○ Theater | ○ Visual Arts | ○ Zoo |

**\*Borough**Select the one (1) borough that best represents the location of your proposed project. Your selection does not have to match your administrative 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 Service and Impact" section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ○ Bronx | ○ Brooklyn | ○ Manhattan | ○ Queens | ○ Staten Island |

## Organization Profile

**Organization Address**Enter your organization's primary administrative address.Search Address (Preferred)

**\*Street Address; Street Address 2; City; ZIP Code; State; Borough**

Response:

**\*Council District**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.

Response:

**\*Community Board**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.

Response:

**\*Neighborhood**Select the neighborhood that best corresponds to your street address.

Response:

**\*Is your mailing address different from your organization's street address?**If your mailing address is different from your primary administrative street address, click ”Yes” and complete the fields.

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*Website**Include your organization's website.

Response:

**Facebook page**

Response:

**Twitter/X handle**

Response:

**Instagram handle**

Response:

**Other social media**

Response:

**Executive Director Information**This section populates based on information in your Account. Only users that have the “Executive Director” check box marked in their user profile will display here.

If you do not see any options, the Primary User on your organization’s account must navigate to the “User Management” section to update your contact information to identify at least one, and up to two, users with the “Executive Director” check box.

Response:

**\*Executive Director Cell Number**Enter a cell phone number where we can reach your Executive Director in case of emergency.

Response:

**Email Address**This email address is your Executive Director's email address registered on your account profile.

Response:

## Board Information

Enter contact information for three of your board members. The board members must hold an officer title such as President, Secretary, Treasurer, etc. They must 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.

This information is not shared with panelists.

**\*First Name; Last Name; Email; Officer Title**

Response:

## 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**Select the type that best describes your primary office or administrative space.

|  |  |
| --- | --- |
| ○ 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 |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Physical Facilities Description**Further describe your primary office or administrative space.

Response:

**\*Physical Facilities Purchase date**

Response:

**\*If shared, with whom**

Response:

## 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.

Response:

# PUBLIC SERVICE AND IMPACT

## Mission, History and Principal Activities

**\*Briefly describe your mission and history. Succinctly detail your organization’s principal activities. (3500 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 — For this and other narrative questions throughout the application, you can expand the text box temporarily to view more of your response.

Response:

## 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 your audience to participate or make programs accessible. If you use tactics to make participation more affordable, describe them. When addressing persons with disabilities, this should describe your approaches beyond ADA compliance.

**(3500 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 or cohorts who are participants within a program or project.

Response:

**Select all options below that pertain to your organization and proposed project. Your following three responses 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".

**\*Founded and led by an individual or collective that belongs to this community**"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.

|  |  |
| --- | --- |
| □ 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**"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.

|  |  |
| --- | --- |
| □ 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 FY25 CDF application intentionally serves this community**The proposed project in this organization’s FY25 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.

|  |  |
| --- | --- |
| □ People of Color (POC) | □ People with disabilities (PWD) |
| □ Primary language other than English | □ Does not apply |
| □ Prefer not to answer |  |

## Project Summary Overview

**Project Information**
Your “Project Cost ($)” and “Request Amount ($)” are auto-populated based on what you entered in your Project Budget.

**\*Project Title**
Enter a concise, direct project title to start this section. Proposed projects cannot be saved without a title.

Response:

**\*Discipline Code**Select the discipline that best describes the organization’s proposed cultural programming.

|  |  |  |
| --- | --- | --- |
| ○ 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-Performing | ○ Museum | ○ Music |
| ○ New Media | ○ Photography | ○ Science |
| ○ Theater | ○ Visual Arts | ○ Zoo |
| ○ Other | ○ Folk Arts |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Borough(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| □ Bronx | □ Brooklyn | □ Manhattan | □ Queens | □ Staten Island |

**\*Council District(s)**Select the appropriate council district(s) where proposed activities will take place, not the districts where your audience lives.

Response:

## Project Description

**Your proposed activities must occur between July 1, 2024 and June 30, 2025. They must take place within New York City’s five boroughs. Use a high level of detail in your proposal.**

**Provide a proposal of your project while keeping the evaluative criteria in mind.** Guide panelists to thoroughly understand your proposed activities and how you will plan, execute, and evaluate them. Include the following components.

* **Introduce your project**: 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 uniquely 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. **(5000 character limit)**

Your project proposal is a key component to your application. Panelists will apply the Public Service and Impact criteria (45% of your panel score) 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 facts and logistics: the who, what, where, when, why, and how. If some proposed activities are unconfirmed, describe the planning 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.

Response:

## Synopsis

**\*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)**

Summarize your Project Description to include relevant details: 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 here as well.

Response:

## Project Details

**\*Start date of project proposal**Your project's start date cannot be before July 1, 2024. Estimates are okay.

Response:

**\*End date of project proposal**Your project's end date cannot be after June 30, 2025. Estimates are okay.

Response:

**\*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.

Response:

**\*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.

Response:

**\*Specific audience**
Multiple groups can be selected for “Specific Audience”. You may select more than one group by checking the box next to it.

|  |  |  |
| --- | --- | --- |
| □ Pre-school | □ Grades K–5 | □ Grades 6–8 |
| □ Grades 9–12 | □ Young Adults | □ Adults |
| □ Older Adults | □ General |  |

**\*Will you charge for any activities in your project proposal?**If audience members or organizations pay for your service, select “Yes”.

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*If yes, describe the amounts and who pays. (1000 character limit)**

Response:

**\*Do you provide discounts, scholarships, or subsidies for activities in your project proposal?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*If yes, describe them. (1000 character limit)**

Response:

## Artist Compensation

**\*Do you compensate artists who provide services or content?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*If yes, describe your artist compensation priorities and practices. If relevant, include details about any collective bargaining agreements. (1000 character limit)**Be sure to include dollar amounts or ranges as applicable.

Response:

**\*Do artists who provide services or content pay to participate?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*If yes, what is the cost structure? (1000 character limit)**Be sure to include dollar amounts or ranges as applicable.

Response:

## Disability Access

**\*What are your specific strategies and policies to make programs accessible to people with disabilities. Outline your practices that go beyond ADA compliance. (2000 character limit)**

Describe how you make programming accessible to people with disabilities, both internal and external to your organization. You can include (but are not limited to):

* 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.

Response:

Education Program

**\*Is your proposed project an education program that benefits children in grades Pre-K through 12?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*If yes, select the education program category**

* **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.

|  |  |  |
| --- | --- | --- |
| ○ Arts Exposure | ○ Arts Skills | ○ Arts in Education |

**\*If yes, describe how your organization evaluates the success of your education program. If applicable, describe how your teaching artists collaborate with teachers at the school to design and implement the project. (1500 character limit)**

Response:

## 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?**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, bi- or multi-lingual, and English Language Learners.

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.

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*Summarize the LAF component of your proposed project.**

**List the languages offered. Specify if the project is bilingual.**

**If your proposed project is in English, specify how it is intentionally serving ELL students. (800 character limit)**You may copy-paste your response from your project description.

Response:

**\*Does your proposed project clearly describe a program or component of a program for DFF?**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.

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*Summarize the DFF component of your proposed project. Which communities with disabilities does it specifically serve? (800 character limit)**You may copy-paste your response from your project description.

Response:

## My Project Budget

The income and expenses for the project budget will be for the grant period from July 1, 2024–June 30, 2025. Enter project budget figures for each category. Do not include in-kind or capital support. Enter only whole dollar amounts with no decimals.

We can fund up to 75% of the total cost of a project. Review the guidelines, which list the minimum and maximum award amounts in your budget category as well as eligible expenses.

You may download and work on the separate Budget Worksheet in excel format available on our Applying Page. Areas to write your budget notes are in both this Application Worksheet as well as the separate budget Worksheet.

## Anticipated Funding

**\*Itemize your anticipated direct or indirect funding sources for the project by funder name and award amount. Indicate your received or committed funds with an asterisk (e.g., ABC Foundation: $10,000\*). (2000 character limit)**

Response:

## Other Sources of Income and Expenses

**Detail your sources of income and expenses for the following line items (2000 character limit)**

* Contracted Services
* Other Earned Income
* Other Unearned Income
* Other Federal and State Income
* Other City Income
* Local Arts Councils
* Outside Professional Services
* Other Expenses

Response:

# ORGANIZATIONAL ACCOUNTABILITY

## Previous Activities

**Enter up to twelve (12) of your past activities that have taken place since July 1, 2022.** List specific activities that demonstrate a track record of successfully conducting programming relevant to your proposed project at a similar scope and scale. Do not list activities that have not yet occurred.

At least one activity is required to complete this section. Label your most relevant activity as #1.

**TITLE AND SHORT DESCRIPTION OF ACTIVITIES**

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.

**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.

For each activity (up to 12), provide the following information.

**\*Priority Number (1–12)**

Response:

**\*Title and short description of activities (800 character limit)**

Response:

**\*Activity Dates**

Response:

**\*Number of Direct Recipients**

Response:

**\*Venue/Location**

Response:

**\*Related to the proposed project in this application?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*Target Audience Type**

|  |  |  |
| --- | --- | --- |
| □ Pre-school | □ Young Adults | □ Adults |
| □ Older Adults | □ General | □ Grades K–5 |
| □ Grades 6–8 | □ Grades 9–12 |  |

## FY23 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 FY23?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*Did you offer virtual or hybrid programs to K–12 public school students in FY23?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*Did you provide arts in education professional development?**Professional development is for individuals—typically adults—who realize or implement arts in education programming. Examples include teaching artists, program managers, and classroom teachers.

|  |  |
| --- | --- |
| ○ Yes | ○ No |

## 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, provide information **only** about your staff involved in arts and culture programming.

**\*Total Number of Staff**

Response:

**\*Total Number Paid**

Response:

**\*Total Number Full-time**

Response:

\***With regard to your staff and board, how do you define and foster a culture of diversity, equity, and inclusion? Include the following (2000 character limit):**

* **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.

Your answer should go beyond your EEO statement. Include specific detail with regard to the three bullet points.

Response:

Internships and Fellowships

**\*Describe any internship or fellowship programs you conduct or participate in.**

**Include specific details about recruitment and compensation (e.g. job fairs, wages, stipends, MetroCards, etc.).**

**If you do not currently offer any internship or fellowship programs, enter “N/A”. (1000 character limit)**

Response:

## General Board Information

**\*Number of members on your full board**

Response:

**\*Do members have term limits?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*Does your board have a committee structure?**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.

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*What committees does your board currently have?**List the names of your committees and indicate if they are standing or ad hoc.

Response:

**\*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".

Response:

## 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? (1000 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.

Response:

# ORGANIZATIONAL BUDGET

You may download and work on the separate Budget Worksheet in Excel format available on our Applying Page. Areas to write your budget notes are in both this Application Worksheet as well as the separate budget Worksheet.

In this section, enter your annual operating budgets for your

* most recently completed Fiscal Year
* current Fiscal Year
* 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 period.

Do not include in-kind or capital support in any fiscal year.

If you selected “Non Arts and Culture” as an Organization Type because you have a mission that is broader than arts and culture, your figures should reflect your cultural budget only.

## Fiscal Years

**\*FY23 Start Date**

Response:

**\*FY24 Start Date**

Response:

**\*FY25 Start Date**

Response:

## 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 (2000 character limit):**

* Total Earned Income
* Unearned/Non-Government Income
* Unearned/Government Income
* Expenses

Response:

## Other Sources of Income and Expenses

**\*List each source and amount for the FY25 entries in the following categories (2000 character limit):**

* 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

Response:

**\*Does your CDF project request include anticipated City Council Member Item funding?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*If yes, how much and which council members (if known)?**

Response:

## Surplus/Deficit

**\*Explain any organizational surplus or deficit listed in the Operating Budget’s three fiscal years.**

**Include the origin, the impact and how you will address it. (2000 character limit)**
Compare these notes to the automatically calculated surplus and deficit from the operating budget to be sure your answer addresses those figures.

Response:

## In-kind Support

**\*In-kind Support for FY24 ($)**

Response:

**\*Specify the sources for In-kind Support for the current year. Please list them by source and amount. (2500 character limit)**
In-kind Support is defined as donated goods or services.

Include non-monetary support provided by members of your board as well as other major in-kind donations (e.g. space, pro-bono legal or accounting services, volunteer time, donations from Materials for the Arts).

This allows the panel to see how your organization can conduct operating activity at a level beyond your cash income and expenses.

Response:

## Further Explanation

**Account for any other anomalies or items in the figures entered for the Operating budgets that may require further explanation. (1000 character limit)**
Use this space to address any:

* notable growth or decline in your organizational budget
* discrepancies between your project and organizational budgets
* other budget anomalies not previously addressed.

Response:

## Special Funds

If your organization has any Special Funds such as endowments or cash reserves, select "Yes" and the fields will become available. If Special Funds are not applicable to your organization, select "No".

Select the Fund Type and Restrictions, if applicable.

Special Funds include endowment, cash reserve or other designated or restricted funds. If you click “Yes,” enter and save up to four (4) Special Funds.

**Does your organization have any special funds?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*Fund Type**

|  |  |  |
| --- | --- | --- |
| □ Endowment | □ Cash Reserve | □ Other |

**Restricted / Unrestricted**

|  |  |
| --- | --- |
| ○ Restricted | ○ Unrestricted |

**Purpose**

Response:

**Amount as of 07/01/23 ($)**

Response:

**Projected amount for 07/01/2024 ($)**

Response:

# SUPPLEMENTAL MATERIALS AND WORK SAMPLES

## Instructions

Review the guidelines 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 2022
* A Conflicts of Interest Disclosure form
* Applicable financial statements for your 2022 fiscal year
* Organizational background materials

Some organizations may need to submit the additional following documents:

* If you selected “Non Arts and Culture” as an Organizational Type: a full organizational budget on our template
* If you are using a fiscal sponsor or conduit: NY State incorporation documentation and sponsorship documentation

## Required Documentation

**\*IRS 501(c)(3) determination letter.**If the letter lists an address outside New York City, append a letter of explanation and any other relevant documentation to illustrate your eligibility.

If you are applying with a fiscal sponsor/conduit, upload your fiscal sponsor’s 501(c)(3) determination letter. Upload as a single PDF. (Allowed file types: PDF files size up to 1 MB)

(Upload)

**Is your organization applying with a fiscal sponsor/conduit?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*If yes, upload a letter from your fiscal sponsor that confirms their sponsorship for your FY24 CDF application.**
The letter must be dated January 1, 2024 or later. (Allowed file types: PDF files size up to 1 MB)

(Upload)

**\*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. (Allowed file types: PDF files size up to 1 MB)

(Upload)

**\*Upload the IRS form 990 for your fiscal year ending in 2022.**
Organizations with budgets under $50,000 can upload IRS 990-N or 990-EZ.

Organizations with 990s that show an address outside of New York City are not eligible to apply for CDF funding. (Allowed file types: PDF files size up to 3 MB)

(Upload)

**\*Upload the Conflicts of Interest Disclosure form**
All applicants must submit a Conflicts of Interest Disclosure form. This form asks you to identify any conflicts of interest between your organization and DCLA. More details are included on the form itself which can be found for download on our website.

(Upload)

**Upload the financial statements for your fiscal year ending in 2022. (Allowed file types: PDF files size up to 3 MB)**

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. If you submitted a 990-EZ in the above field, you may upload that same file here.
* **$250,000–$999,999**: an FY22 Independent Accountant’s Review
* **$1,000,000 and Over**: an FY22 Audited Statement

(Upload)

**A full Organization Budget is required for organizations with a mission beyond arts and culture. Use the organizational budget template on our Applying Page.**

**\*Upload your full organizational budget on DCLA's template for your fiscal years 2023–2025.**

This template is required only for organizations that selected “Non Arts and Culture” as an Organization Type.

The figures in this template should reflect your organization’s entire budget in order to contextualize the cultural budget you provided earlier in this application.

Your uploaded **organizational budget** figures and your previously entered **cultural budget** figures should not match. (Allowed file types: Excel files size up to 3 MB)

(Upload)

## Support Materials/Work Samples

## 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. (Allowed file type: PDF files size up to 5 MB)**

Background materials may include but are not limited to:

* **Project Background**: Artist bios, Images, Publications, Testimonials
* **Marketing and 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

(Upload)

## Work Samples

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

Work samples are optional. You will not be penalized for not including them.

**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 2024.

Work samples may include:

* A two-page PDF of images or creative writing samples from past programming
* Links to a programmatic webpage or social media post from past programming
* Vimeo and/or YouTube links showing audio/visual work of past programs. If your video should be reviewed at a certain cue time, please include this in your embedded link
* Folders and downloadable files on cloud-based storage platforms, such as Dropbox or Google Drive, **will not go to panel review**.

**\*Work Sample 1: Are you submitting a work sample?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*If yes, Work Sample 1: Do you have a weblink or do you want to upload a file?**

|  |  |
| --- | --- |
| ○ Weblink | ○ File Upload |

(Provide weblink or upload file)

**\*Work Sample 1 Description. (250 character limit)**

Provide a brief and general description of your work to contextualize what the panelists are reviewing. You may include practical and technical details. If you provide an audio/video link, include the cue time.

Response:

**\*Work Sample 2: Are you submitting a second work sample?**

|  |  |
| --- | --- |
| ○ Yes | ○ No |

**\*If yes, Work Sample 2: Do you have a weblink or do you want to upload a file?**

|  |  |
| --- | --- |
| ○ Weblink | ○ File Upload |

(Provide weblink or upload file)

**\*Work Sample 2 Description. (250 character limit)**

Provide a brief and general description of your work to contextualize what the panelists are reviewing. You may include practical and technical details. If you provide an audio/video link, include the cue time.

Response:

# 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 yes, amount of bodily injury ($)**

Response:

**If yes, amount of property damage ($)**

Response:

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.

**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.

(Check box)

**\*First Name**

Response:

**\*Last Name**

Response:

**\*Title**

Response:

**\*Date**

(Enter date)