

LANGUAGE ACCESS FUND

FY20 APPLICATION

Application Deadline: September 9, 2019

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

I. CULTURAL ORGANIZATION and CONTACT INFORMATION

Legal Name of Cultural Organization

AKA (if applicable)

Mailing Address

Mailing Address 2

City

State

Zip Code

Tax-ID Number (EIN)

FY20 CDF Application #

Contact Person Name (last, first)

Title, Department

Phone #

Email Address

PROJECT PROPOSAL

1. Project Title (150 characters, including spaces)

2. Project Summary. Provide a brief, detailed summary of the proposed program. Text provided may be used in your grant agreement and publicity materials if this proposal is selected for support. (500 characters, including spaces)

3. Mission and purpose of Cultural Organization: Briefly summarize the mission and purpose of the applicant cultural organization. If the organization's mission is broader than arts and culture (social service, educational or religious institutions) include information about culture's role in the service of your mission. (750 characters, including spaces)

4. Grant Request Amount. Select the appropriate amount from the drop-down menu.

5. Intended Beneficiaries (Audience/Participants/Community). Describe the target community or population to be served and how it will reach them. (750 characters, including spaces)

6. Project Description. Describe the project proposed with a high level of detail. Information about the frequency, number and duration of activities and expected participation in them, as well the borough(s), neighborhood(s) and venue(s) in which the program will take place should be included. Address how the project will expand opportunities for participation by removing language barriers.
(3,500 characters, including spaces)

7. Type of project. Select the appropriate category from the drop-down menu.

8. Proposed Services Beyond FY20. Grants will be eligible for renewal in FY21, based on grantee performance and available funding. If the project for which you are requesting funding is a two-year project, please detail how it will evolve or change in FY21. If the project for which you are requesting funding is a single-year project, please provide information regarding what the project would include in FY21. Note that any project supported by the FY20 Language Access Fund must deliver a public service in FY20. (1000 characters, including spaces)

9. Goals, Outcomes and Evaluation. Describe the goals of the program and the intended impact on the intended audience. If this is an expansion of an existing project, describe previous positive impact on the community. Describe how you will measure the impact of the proposed project including the methods, metrics or indicators that will be used, and how you will define success. (1,500 characters, including spaces)

10. Optional. You may submit one website link to supporting material that is directly relevant to the proposed project (e.g., work sample, project website, video, etc.).

PROJECT BUDGET

Itemize your project budget, detailing both cash expenses and income. Expense categories can include salaries, wages and fringe, travel, artist fees, contractual services, promotion, evaluation and assessment fees, access accommodations, supplies and materials, transportation, equipment rental, and other project-specific costs. Expenses can also include consumables, but no equipment with a usable life beyond the grant period may be included.

Use the Notes column to provide a breakdown of line items or an explanation where necessary (e.g., hourly wages or rentals, supplies to be purchased, etc.). If the project budget is greater than the requested grant amount, please indicate sources and amount of additional income. Matching support is encouraged in the first year, but not required.

Expenses	Amount	Notes (required for all line items)
Administrative Personnel (include staff and independent contractors)		
Artistic Personnel (including teaching artists, staff and independent contractors, as applicable)		
Technical / Production Personnel (including staff and independent contractors)		
Space Rental		
Equipment Rentals/Supplies		
Travel/Transportation		
Advertising/Marketing		
Other (Provide detail)		
TOTAL		
Income	Amount	Notes
Language Access Fund <i>*Note this will populate from Question #4.</i>		
Other sources of income (please detail sources and amounts)		
TOTAL		

CERTIFICATION FOR ALL APPLICANTS

Certification and Release

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

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

UPLOAD INSTRUCTIONS

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**The application should be uploaded as a PDF to the DCLA website here:
<https://www1.nyc.gov/site/dcla/about/languageaccess-application.page>**