



# CULTURAL DEVELOPMENT FUND FISCAL 2017 RENEWAL GUIDELINES

## OVERVIEW

The Department of Cultural Affairs (DCA) is pleased to announce the Fiscal 2017 Cultural Development Fund (CDF) Renewal process for nonprofit New York City arts and cultural organizations in receipt of current multi-year funding commitments from DCA. The CDF Application consists of two parts:

- An online form to be completed and submitted on the DCA website at [www.nyc.gov/culture](http://www.nyc.gov/culture) no later than midnight on Monday, June 13, 2016
- Required Supplemental materials that must be received at any time prior to 6:00 pm on Monday, June 13, 2016, or postmarked by the U.S. Postal Service no later than that date

The final deadline for both portions of the Application is **Monday, June 13, 2016**.

DCA will consider proposals in every cultural discipline and from every area of New York City for services that take place within the five boroughs and within the City's Fiscal 2017 (July 1, 2016 – June 30, 2017). Fiscal 2017 projects should be similar in scope to those projects outlined in the organization's Fiscal 2016 proposal.

The fundamental requirement for all proposals is that they represent a cultural activity of recognized quality that is accessible to the public. Funded services can be as different as the organizations providing them, but they will all have a common commitment to public service and public participation.

**Types of services for which DCA will award funds:** The following are examples only of the kinds of services that DCA has funded in the past and by no means represent the entire range of possible services:

- Public Access:
  - Programs for culturally underserved populations
  - Lecture-demonstrations and workshops
  - Open rehearsals
  - Maintenance and subsidies of low admission prices
  - Free or discounted activities or events
- Creation of new work and/or restoration of existing work, for public presentation within the fiscal year
- Educational programs in public schools or at other sites
- Community-based arts activities
- Services that assist New York City's artists and arts organizations
- Training programs for artists and arts educators

DCA will consider up to a maximum of five projects for support per applicant.

Your organization is expected to carry out all of the projects for which you requested support, regardless of the award amount received from DCA. The scope of the proposed projects should be equivalent to those supported in previous years of the multi-year commitment.

## ELIGIBILITY REQUIREMENTS

### Applicants must be:

- Nonprofit arts and cultural organizations located and operating in any of the five boroughs of New York City;
- Incorporated as a nonprofit in New York State as of your organization's Fiscal 2014, and compliant with annual State and Federal filing requirements for nonprofit organizations, including Charities Bureau filings;
  - *Organizations whose incorporation dates are in their FY15 or FY16 should wait until they have a two-year history to apply.*
- In possession of a Federal Employee Identification Number (EIN) unique to the organization;
- Currently certified tax exempt under Internal Revenue Service Code Section 501(c)(3). Incorporated nonprofits without 501(c)(3) status may apply using a fiscal conduit that is approved by DCA;
- Able to demonstrate at least two years of cultural public service in New York City prior to applying for DCA funding, as substantiated by the required financial documents and proof of programmatic activity for the organization's Fiscal 2014 and 2015.

### Applicants cannot be:

- Individual artists (DCA provides funds to arts councils in all five boroughs for regrants to individual artists as well as arts organizations);
- Organizations receiving funding through DCA's Cultural Institutions Unit;
- Organizations that have not complied with DCA's previous reporting requirements.

### Proposed services cannot include:

- Activities taking place outside New York City's five boroughs;
- Activities taking place outside the City's Fiscal 2017 (July 1, 2016–June 30, 2017);
- Fundraising events and receptions;
- Construction or renovation of facilities, including the purchase of equipment.
- Activities funded by a City Council Initiative administered by DCA (e.g., CASA, CTC, Cultural Immigrant Initiative, SU-CASA, Anti-Gun Violence)
- Religious activities or programs with religious content.

### DCA does not routinely fund:

- Programs of City, State or Federal public agencies;
- Libraries or degree-granting institutions, including schools, colleges, and universities. Organizations that are closely affiliated with such institutions should contact DCA prior to submitting an Application, and may be asked to provide additional information. These applicants will be examined on a case-by-case basis to determine eligibility.
- Organizations with a primary mission other than arts and culture. Organizations such as social and/or multi-service, educational, or religious organizations, for which cultural activity is not a primary purpose, will be considered eligible only if they have a longstanding record of successful delivery of arts and cultural services. Panel placement for such organizations will be determined by the cultural component of their Fiscal 2014 operating income. Therefore, such organizations will be asked to provide the following in order to be considered eligible:
  - Written documentation regarding annual filing exemptions, if applicable; and
  - Proof, in the form of Supplemental materials and a Previous Years' Activities list, of a longstanding commitment to and history of cultural activity with demonstrated in-depth programming of artistic quality that is accessible to the general public.

All applicants are encouraged to contact the Program Services Unit with questions pertaining to eligibility well in advance of the June 13, 2016 deadline.

#### PROPOSAL PROCESS

Any arts or cultural organization interested in receiving funding from the Department of Cultural Affairs during Fiscal 2017 (July 1, 2016 - June 30, 2017) must complete the online Application form and submit hard copies of the Supplemental materials. **The Renewal form must be submitted online no later than 11:59pm on June 13, 2016. Hard copies of the Supplemental materials must be date-stamped by the mail carrier no later than June 13, 2016, or hand-delivered to DCA's office no later than 6:00 pm on that date.** Fax or email submissions cannot be accepted. Upon submission of the online portion of the Renewal, organizations will receive automatic confirmation of submission and a unique application number via email. Once the required Supplemental materials are received by DCA, Renewals will be reviewed for completeness and organizations will be sent confirmation of their completeness status as soon as both portions of the Renewal have been processed.

Every applicant must complete a Cultural Data Profile (CDP), administered by DataArts (formerly known as the Cultural Data Project). After completing the online Data Profile with financial and programmatic information for Fiscal 2014, organizations will be required to print and submit the DCA CDF Funder Report with the Supplemental materials. Applicants are advised to complete their Cultural Data Profile as soon as they have finalized their financial documents for any fiscal year. For more information about DataArts, visit [www.culturaldata.org](http://www.culturaldata.org).

All organizational, financial, and programmatic qualifications listed below must be met by any organization seeking funding through CDF:

**Organizational Qualifications:** Applicant organizations must:

- Meet the eligibility requirements noted above;
- Demonstrate fiscal responsibility and administrative competence;
- Be of recognized quality in the discipline within which it operates for the service being proposed.

**Financial Requirements:** Based on its Fiscal 2014 Operating Income, the organization must provide the following financial documentation:

- Under \$50,000: FY14 IRS 990-N Postcard and Signed CDP Annual Report;
- \$50,000 or over but less than \$250,000: FY14 IRS 990;
- \$250,000 or over but less than \$500,000: FY14 IRS 990 and FY14 Independent Accountant's Review (IAR);
- \$500,000 or over: FY14 IRS 990 and FY14 Audited Financial Statement.

In some instances, DCA may require an audited statement from organizations with lesser budgets. Any organization that can claim exemption from required financial documentation must submit written evidence of such along with their Supplemental materials.

If the mailing address on any of the financial documentation is outside NYC, the organization must also provide a letter confirming that the organization is located in NYC and explaining the reason for the discrepancy.

**Program Qualifications:**

- Each proposed project must include as a principal goal a demonstrable cultural activity of recognized quality that is accessible to the public;
- The proposal must be clearly stated and contain measurable goals that can be evaluated during and at the end of the award term;
- Proposals must be within the organization's artistic/cultural, administrative and fiscal capabilities;
- Project budgets must include significant other financial resources. DCA support is

limited to no more than 50% of each project budget. A funding mix that includes foundation and corporate support, other government support, private contributions, cash, and earned income (where appropriate) is desirable;

- While proposed projects may include some aspects of operating costs (e.g., staff salaries, space rental), the project itself should be one that serves the public or your constituency, not the applicant organization; do not ask for projects that are essentially general operating support or internal capacity building;
- Artists' fees should be of a level consistent with a professional wage.

#### FUNDING LEVELS

The incremental levels below are the thresholds at which CDF funds are allocated. **Your organization should request funding at the threshold one greater than your total FY16 award. Remember to include in this request any City Council discretionary funding you anticipate will be administered by DCA:**

\$15,000 • \$25,000 • \$35,000 • \$50,000 • \$65,000 • \$80,000 •  
\$100,000 • \$125,000 • \$150,000 • \$175,000 • \$200,000 •  
\$225,000 • \$250,000 • \$275,000 • \$300,000

Please note that total project cost(s) must have cash expenses of \$30,000 or more to qualify for minimum funding, as DCA cannot fund more than 50% of the total cost of a project.

#### CITY BUDGET PROCESS

Each year, the Mayor issues a Preliminary Budget in January as one of the first steps in the City's annual budget process. The Preliminary Budget contains proposed allocations for each agency, including the Department of Cultural Affairs, listed in summary form. Following public hearings before the City Council and the Borough Presidents, the Mayor's Executive Budget is issued in late April. Thereafter, additional public hearings are held before the City's elected officials. The final budget is then adopted by the City Council in June, signed into law by the Mayor and certified by the Comptroller and City Clerk.

During the Adoption process, members of the City Council may designate cultural organizations for support. Such support, known as discretionary or Member Item support, is usually allocated through DCA's budget when it is for cultural activities. Discretionary allocations are for one year only. **Organizations seeking or receiving City Council discretionary support in Fiscal 2017 must submit a CDF Application by the June 13 deadline.** The project(s) for which such support is sought should be the same as those in the Renewal. Contact the Council Member in the district where you are providing services to learn about the additional requirements that apply to this funding.

Organizations awarded discretionary support at Adoption for the provision of cultural services will be notified of this funding in their Fiscal 2017 award letters. These discretionary allocations will be incorporated into the renewing organization's Fiscal 2017 CDF grant Agreement. Funds will not be disbursed until the City's budget has been reconciled and the Agency has confirmed that the organization is compliant with City requirements.

Note that while Council Initiative funding directed through DCA – including Cultural After-School Adventures (CASA), Cultural Immigrant Initiative, or other initiatives designated by the Council in Fiscal 2017 – **requires the submission of a complete Fiscal 2017 CDF application by the June 13 deadline**, these initiative-funded projects may not overlap with any CDF-funded activities.

#### GRANT ADMINISTRATION AND LEGAL GUIDELINES

When an organization is allocated funds, DCA prepares a grant Agreement with the organization based on the proposal for public service submitted by the organization. A person

from the organization who has signatory authority then signs the grant Agreement. All groups receiving City support through DCA must comply with all pertinent City, State and Federal legal requirements, and DCA will notify organizations separately of particular, applicable regulations. In addition, every funded organization should comply with the following requirements:

**Insurance:** Funded organizations that receive grants of \$50,000 or more are required to carry Commercial General Liability (“CGL”), Workers Compensation, and Disability Benefits insurance, and to name “the City of New York, including its officials and employees” as an additional insured (CGL policy only). Such funded organizations are required to submit upon request certificates of insurance for such policies, a certification of insurance broker or agent (CGL policy only), and an additional insured endorsement (CGL policy only). Note: Such a funded organization’s CGL policy naming the City, including its officials and employees, as an additional insured must be in effect for the entire grant term, July 1, 2016 to June 30, 2017. By submitting an application for a Cultural Development Fund grant, the applicant, if funded by a grant of \$50,000 or more, agrees to comply with this requirement, unless a written waiver is provided by the Commissioner.

**Americans with Disabilities Act Compliance:** Every funded organization is expected to comply with the Americans with Disabilities Act (ADA), passed in 1990.

#### CREDIT

All programs, brochures, flyers, posters, announcements or similar matter relating to services funded by DCA are also required to include, in a legible manner, in appropriate type size and without abbreviation, the following statement: **“This program is supported, in part, by public funds from the New York City Department of Cultural Affairs, in partnership with the City Council.”**

All funded organizations are required to use DCA’s logo; upon notification of an award, groups will be informed about how to obtain the logo.

In addition to the logo and credit line stipulated, any printed list of contributors to a program or service funded by DCA is required to include the “New York City Department of Cultural Affairs” in the appropriate alphabetical and/or contribution category list.

#### PAYMENT

Every grant Agreement includes a payment schedule that is based on the services provided and associated costs. Most organizations will receive up to 80% of the total award as an initial payment once compliant with City funding requirements. Final payment is based on submission of a Final Report which includes an online form as well as supporting documentation. If the City budget demands, reductions may be taken against final payments.

Funds will not be available until after the start of FY17, when the City’s budget is adopted. Notification of the outcome of the funding process will be sent after the start of the grant period. All funded organizations are expected to move forward with their projects regardless of the dates of notification and first disbursement of funds.

Every organization must report on its use of public funds provided by DCA according to a schedule established by and on the reporting forms required by the agency. Organizations that do not comply with reporting requirements in a timely manner may lose current-year funding and be ineligible for future funding.

While applicants should not apply for general operating support, funds received from DCA can be used to cover any organizational costs other than capital expenditures or government advocacy efforts.

## PERFORMANCE EVALUATION

Because DCA awards public funds, the expenditure of those funds is required by law to be monitored to assure they are being spent in accordance with the terms of the grant Agreement. DCA bases its evaluation of performance on the quality and timeliness of the documents submitted, as well as on site visits and program reviews. Information regarding upcoming activities should be provided to the Program Services Unit on a regular basis and Program Services staff should be extended an invitation to view the work. Organizations may also be required to provide additional information after the Application has been submitted. The organization's prior performance record may be a determining factor when considering future funding.

## LEGISLATIVE NOTIFICATION

We urge each organization to keep its elected and appointed representatives in City government informed of its activities. The City Council, the Borough Presidents, and other elected officials are critically important to the process of funding cultural organizations. In addition, each of the 59 Community Boards plays an advisory role both in the City budget process and in the coordination of municipal services. Since organizations are offering municipal services through their proposals, and since DCA's budget is established through the same process as that of all City agencies, DCA suggests that copies of this proposal be given to the Council persons, Borough Presidents, and District Managers of the Community Boards representing the districts and boroughs that the organization serves. Contact information for all elected officials can be found on the City's website, [www.nyc.gov](http://www.nyc.gov).

## FURTHER QUESTIONS

Inquiries regarding the funding process can be made by contacting the Program Specialist to whom your organization has been assigned, or by calling the Department of Cultural Affairs' Program Services Help Desk at (212) 513-9381.