



CULTURAL DEVELOPMENT FUND

FISCAL 2018 APPLICATION INSTRUCTIONS

TO: FY18 Cultural Development Fund Applicants
FROM: NYC Department of Cultural Affairs
DATE: January 9, 2017

DEADLINE: MONDAY, FEBRUARY 13, 2017

The Department of Cultural Affairs is pleased to announce the launch of the Cultural Development Fund Application for Fiscal 2018. This year's submission deadline is **Monday, February 13, 2017**. The CDF Application can be accessed online at www.nyc.gov/culture. All organizations seeking DCA support for Fiscal 2018 must submit both an online CDF Application form and Supplemental materials must be RECEIVED in our offices at 31 Chambers Street by the February 13th deadline to be considered eligible. This includes organizations that wish to be eligible for other DCA-administered funds, including City Council discretionary funds (a.k.a. Member Items) and/ or City Council Initiatives. *Organizations currently in the FY16-FY18 or FY17-FY19 multi-year funding cycles should not submit a CDF Application at this time; a renewal application will be released later in the fiscal year. Organizations submitting a renewal application will also be eligible for other DCA-administered funds.*

ELIGIBILITY

Be sure to first read the [Guidelines](#) to determine whether your organization meets the eligibility and programmatic requirements for DCA funding. If you determine you are eligible, be sure to reference both the Guidelines and Instructions thoroughly and carefully. Both documents contain essential information for any organization hoping to complete the application process successfully; both should be referenced as the application is completed.

INSTRUCTIONS

This Instructions document, together with the Guidelines, provides essential information that will help you submit a competitive Application. The Instructions include images of the online form and specific technical and content-related instructions for each section, as well as space dedicated to note-taking during an Application Seminar. There is also a [Blank Application](#) available that shows each field from the Application with corresponding web text and character lengths.

APPLICATION SEMINARS

We strongly encourage all applicants to attend one of the Application Seminars DCA is conducting throughout the five boroughs. These will give you the opportunity to speak directly with DCA staff, as well as help you prepare the most competitive Application possible. Review the Guidelines, Instructions and [Seminar Schedule](#), then [reserve a seat](#) at one of the seminar locations.

Be sure to bring these Instructions with you to the seminar, as copies will not be available.

REGISTRATION: Accessing the Fiscal 2018 CDF Application

All users must be registered in order to access previous submissions and to prepare and submit Applications and Final Reports. If you are a new applicant, [register now](#). If you have already registered, please confirm that the information on your Account Profile is current. First, please refer to the [Registration Help Guide](#) for more information.

SUBMISSION: Completing the Fiscal 2018 CDF Application

PLEASE NOTE: the deadline for Supplemental materials has changed from a "postmark" date to a "received by" deadline. Please plan accordingly.

The CDF Application consists of two parts: an online form and Supplemental materials. The Application form, which is the online portion, must be submitted via DCA’s website no later than **11:59 pm on Monday, February 13, 2017**. Hard copies of the Supplemental materials must be RECEIVED in our offices at 31 Chambers Street no later than **6:00 pm on February 13, 2017**, whether via mail carrier, messenger, or hand-delivery. Organizations that fail to meet either the online deadline or received-by deadline for Supplemental materials will be ineligible for funding in FY18.

Online Form

If you submitted an online Application or Renewal to DCA for FY16 or FY17, some fields will be pre-populated based on answers you entered previously; these fields include the Mission Statement, portions of the Organizational Profile, and FY16 (Completed) and FY17 (Current) Operating Budgets. Make sure to carefully review and update all pre-populated fields.

Supplemental Materials

In addition to the online form, all applicants must also provide required Supplemental materials to be considered eligible for panel review. Hard copies of the Supplemental materials must be **RECEIVED** in our offices no later than **6:00 pm on February 13, 2017**. The [Application Checklist](#) serves as the cover page for your Supplemental materials. All Supplemental materials must be labeled with the organization’s legal name; DCA has templates online for the required Funding Plan and full Board list, as well as the Organizational Budget for organizations whose primary mission is not cultural. Consult page 28 of these Instructions to determine your required Supplemental materials. DCA cannot accept Supplemental materials by fax or email.

Cultural Data Profile (CDP), administered by DataArts

Every applicant must complete an online Cultural Data Profile, from which they will generate a DCA CDF Funder Report to be included in their Supplemental materials. For more information about DataArts, and assistance with the CDF Funder report, visit www.culturaldata.org or call 877-707-3282.

TECHNICAL ASSISTANCE

In addition to the Application Seminars, DCA Programs staff will be available to help you throughout the application period. Once you have reviewed all Fiscal 2018 Application materials and reserved a seminar seat, you may direct any questions to your Program Specialist or to the Programs Help Desk at 212-513-9381. We look forward to working closely with you and your colleagues on the application process and throughout the coming year.

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Each page heading throughout these Instructions will correspond to a section of the online form, and on each page you will find three boxes to the left to help guide you: WHAT YOU WILL SEE, CHARACTER LENGTH / PRE-POPULATION and HELP WITH THE ONLINE FORM.

WHAT YOU WILL SEE

Welcome to Your Cultural Affairs Account

Log in to your Cultural Affairs Account below using your email address and password. Through this account, you can access the Cultural Development Fund online forms from the NYC Department of Cultural Affairs, including:

- Grant Application(s)
- Grant Renewal(s)
- Final Report(s)

Is this your first time logging in? If so, click Register New Account to start creating a profile for you and your organization. Note: If your organization is already registered and you would like to access its online forms, you must be invited by the organization's Primary User.

PLEASE NOTE: The deadline for Supplemental materials has changed from a "postmark" date to a "received by" deadline. Hard copies of the Supplemental materials must be RECEIVED in our offices at 31 Chambers Street no later than 6:00 pm on February 13, 2017.

Log In:

Email Address:

Password:

ACCOUNT LOG IN

CHARACTER LENGTH / PRE-POPULATION

EXAMPLE
800 characters, including spaces and returns. This section will not be pre-populated.

HELP WITH THE ONLINE FORM

EXAMPLE
 Do not leave any fields blank. If a category is not applicable, enter "0."
 Subtotals and Totals will calculate automatically based on figures entered.

WHAT YOU WILL SEE

Here you will find images from each section to help you find your place on the online Application form.

CHARACTER LENGTH / PRE-POPULATION

Here you will learn how many characters you can enter for each narrative field over 100 characters, as well as whether that section/field has been pre-populated with information from your most recent CDF Application or Renewal. If you did not submit online for FY16 or FY17, no fields will be pre-populated.

HELP WITH THE ONLINE FORM

Here you will learn how to navigate the online form, start new projects and add entries to your Staff, Board and Previous Activities lists. Also check here for tips on saving your work, formatting text and entering numbers.

SEMINAR NOTES

The Instructions contain blank space for note-taking during a DCA Application Seminar or while working on your Application at your desk. We recommend keeping these Instructions by your side while you complete the online Application.

STARTING A NEW APPLICATION

WHAT YOU WILL SEE

Organization Name:

Cultural Affairs Account

Welcome to your NYC Department of Cultural Affairs Account

Use this page to create or edit current Cultural Development Fund forms and to access previously submitted forms. Be sure to keep your Cultural Affairs account up-to-date by editing your Account Profile below. Always contact your Program Specialist directly to notify the Agency of significant administrative changes.

ACCOUNT PROFILE

Past and Current Forms:

Use the links below to access submitted or draft forms for the organization. Submitted forms cannot be edited, but can be viewed as PDFs (or HTML if PDF is not available).

Year	Application Status	Final Report Status	Additional Documents
2018	Start Application		
2017	Awarded (PDF)		Budget Overview
2016	Awarded (PDF)	Draft Accepted (PDF)	Budget Overview
2015	Awarded (PDF)	Draft Accepted (PDF)	Budget Overview

For further information about the CDF process and to download forms, templates, and seminar schedules, visit the [Programs Unit web page](#).

CREATING YOUR APPLICATION

You must be registered to log in. Once you log in, you will have access to past Applications and Final Reports, your Account Profile, and the current Application. Click **START APPLICATION** to get started with your FY18 Application. Or, if you have already begun working on the Application, click **Draft**, which will take you to your saved draft. You can create and work on only one Application per fiscal year, but will have access to any Application or Final Report previously submitted online (to view, click on the link under Application Status).

ACCOUNT PROFILE

You must review and update the contact information in your Account Profile and keep it current; the email addresses there will receive Application correspondence.

OTHER RESOURCES

Links to the FY18 CDF Guidelines, Blank Application, Seminar Schedule, Application Checklist, and templates for Supplemental materials are located on the [Programs Funding page](#) of the DCA website; be sure that you have reviewed all of these before you begin.

The online form has a number of useful tools that will help you navigate the Application, including the sidebar, the arrow keys, and the save and cancel buttons.

SIDEBAR

Organization Information:

- ▶ Organization Profile
- ▶ Mission & Outreach
- ▶ Facilities & Venues
- ▶ Attendance/Education
- ▶ Previous Activities

Staff/Board Info:

- ▶ Staff Information
- ▶ Board Information

Budget Information:

- ▶ Operating Budget
- ▶ Budget Notes
- ▶ Budget Information

Proposed Services:

- ▶ Project Summary

Final Steps:

- ▶ Supplemental Materials
- ▶ Final Review & Submit

SAVE, CANCEL & ARROWS

SAVE CANCEL ◀ ▶

PRINT PREVIEW

PRINT PREVIEW

LOGGING IN AND TIMING OUT

- **Only one user can be logged in at a time.** Please keep this in mind if multiple individuals will be working on the Application.
- **Users will automatically be logged out of the system after 20 minutes of inactivity.** To keep the form active, you must SAVE the Application using any of the methods listed below. A pop-up message will alert you five minutes before the session automatically expires. New information entered after the last SAVE will be lost if you are automatically logged out, so be sure to save often.

SIDEBAR

On the left side of each page you will find the sidebar, which you can use to jump to another section of the form while saving your work (you do not need to complete each section sequentially). Once a section is complete, a checkmark will appear in the box next to that section. Use the sidebar to monitor your progress: you cannot submit the Application until every box is checked, indicating that each section is complete.

SAVE, CANCEL AND ARROW BUTTONS

- There are yellow buttons at the bottom of each page. The SAVE button will save your Application. The arrows move you to the next or previous page while saving your work.
- You may save your work at any time (and should save frequently), log out, and return to the form later.
- If you hit CANCEL on any page, your browser will return to the "Welcome" page and previously entered information will not be saved.

PRINT PREVIEW

For your convenience, the PRINT PREVIEW button is on every page throughout the Application. Use this to open a new window where you can preview your full Application, save it as a PDF to your computer, or review which fields have not been completed; incomplete fields will appear in **red** throughout your Print Preview.

SEMINAR NOTES

Once you click NEW APPLICATION you will see your Organization Profile. In this section, DCA collects basic information about the organization.

WHAT YOU WILL SEE

Organization Profile

Please print and carefully review the [Instructions](#) document, which provides detailed instructions for completing each section. Every item of information requested is essential; all fields must be completed in order to submit the Application. If a field does not apply to your organization, type "0" or "N/A."

Portions of the online Application form will be pre-populated for organizations that submitted a CDF Application or Renewal in Fiscal 2017. These pre-populated fields are editable and must be updated to reflect current information.

Attention:
Before you fill out any other part of this Application, enter your organization's FY15 Operating Income. Based on this figure, the application will be designated for review by either a borough-specific panel for annual funding or a discipline-specific panel for multi-year funding. The figure entered below must be accurate and should match information from your FY15 IRS 990; this figure should not include in-kind support. If you plan to designate Social and/or Multi-Service, Religious, or Educational Institute as your Organizational Code below, the FY15 Operating Income should reflect the organization's cultural budget only. If you submitted an online CDF Application in Fiscal 2017, this field will be pre-populated with your FY14 Operating Income. You MUST update this to reflect your FY15 Operating Income.

FY15 Operating Income:

FY15 Total Expenses:

Executive Director Information:

Salutation:

First Name:

Last Name:

Title:

Phone Number: Ext.

Email Address:

Organization Address:

Street Address:

City:

Borough:

Council District:

Community Board:

Neighborhood:

State:

ZIP Code:

Mailing Address:

Same as Organization Address? Yes No

Organization Contact Information:

Phone Number:

Alternate Telephone Number:

Fax Number:

Website:

FY15 OPERATING INCOME and EXPENSES

Enter figures as requested. This information should correspond to figures reported in your FY15 IRS 990 and should not include in-kind support or capital income or expenses.

Remember:

- The FY15 Operating Income determines whether your application will be reviewed by a borough-specific panel for annual funding or a discipline-specific panel for multi-year funding.
- If you are a Social/Multi-Service, Religious or Educational Institution, you must provide **only** the FY15 **cultural** income in the FY15 Operating Income field (in this case, it may not match the 990 filing). Consult page 2 of the Guidelines for more information.

EXECUTIVE DIRECTOR INFORMATION

Complete the contact information for the Executive Director or Chief Executive Officer as requested.

ORGANIZATION and MAILING ADDRESS

Indicate the organization's primary administrative address. Select from the dropdown menu the corresponding Borough, Community Board, Council District, and Neighborhood; visit <http://a030-goat.nyc.gov> or call 311, the City's information number, to confirm this information.

If the mailing address differs from the organization address, complete this section; otherwise, select "Yes" and move on to Organization Contact Information.

ORGANIZATION CONTACT INFORMATION

In addition to the organization's main phone number, it is imperative to provide an alternate, non-office phone number (cell or home) where DCA may reach you **in case of emergency**. Also provide a fax number and website for the organization.

SEMINAR NOTES

CHARACTER LENGTH / PRE-POPULATION

With the exception of **FY15 Operating Income** and **FY15 Total Expenses**, this section will be pre-populated based on information submitted in your most recent Application. **Be sure to review and update pre-populated data accordingly.**

HELP WITH THE ONLINE FORM

Do not enter commas or dollar signs in numeric fields, such as Operating Income and Expenses. Use the help button -  - for further definitions and resources.

WHAT YOU WILL SEE

General Information:

Organizational Code:

Other:

FY15 Organization Income:

Incorporation Year: (YYYY)

Using Conduit? Yes No

Conduit's Legal Name:

PRINT PREVIEW **SAVE** **CANCEL** **➔**

CHARACTER LENGTH / PRE-POPULATION

This section will be pre-populated with information submitted in your most recent Application/Renewal.

Be sure to review the pre-populated data and update information accordingly.

FOR SOCIAL/MULTI-SERVICE, RELIGIOUS OR EDUCATIONAL INSTITUTIONS, ENTER THE APPROPRIATE CULTURAL OR ORGANIZATIONAL FIGURES REQUESTED

HELP WITH THE ONLINE FORM

This section contains "dynamic fields," which will remain grey if an answer is not required. Such fields activate based on your answers to certain questions, and therefore become required.

Use the help button -  - for further definitions and resources.

Yes/No fields default to "No."

GENERAL INFORMATION

Organizational Code

Select from the dropdown menu one organizational code from the following categories that best describes your organization:

Arts Services - Organizations whose primary mission is to provide service to the cultural field rather than produce or present.

Botanical - Organizations whose primary focus is the study of plants and botany.

Educational Institution - Organizations dedicated primarily to providing general non-arts education and/or organizations housed in/sponsored by a school, college, or university. This code should not be used by organizations whose mission is to provide arts education programming.

Gallery - An exhibition space with rotating exhibitions and programs rather than a permanent collection/program.

Historical Society - Organizations primarily dedicated to the preservation and sharing of the history of a given area or subject.

Library - Organizations whose primary mission is to contain and share books, periodicals, and other materials for reading.

Museum - Organizations primarily devoted to the acquisition, conservation, study, exhibition, and educational interpretation of objects having scientific, historical, or artistic value.

Performing - Organizations primarily dedicated to the production and presentation of the performing arts.

Presenter - Organizations offering presentation space or support as their primary service.

Religious - Organizations whose primary mission and/or constituency is faith-based.

Social/Multi-Service - Other organizations whose primary mission is not based in arts and culture.

Other - All other organizations. Be sure to give a brief description in the "Other" field.

FY15 Organization Income

This field appears only if the Organizational Code you selected is Social/Multi-Service, Religious or Educational Institution. Organizations selecting these codes will have entered *only* the cultural budget in the FY15 Operating Income and Total Expenses fields (see page 5); here, enter the organization's *entire* FY15 operating income, which should correspond to the figures you enter on your [Organizational Budget template](#).

Incorporation Year

Enter the year your organization was incorporated. This information should correspond to the year on your incorporation documents.

Conduit Information

If the Application is being submitted through a fiscal conduit, check "Yes" and provide the legal name of the conduit. Be sure to contact the fiscal conduit about any additional requirements in preparing this Application. If your conduit status has changed since your last application, be sure to update these fields.

In this section please describe the mission, history and principal activities of your organization, as well as your outreach to the public. If you copy and paste from a prior application, ensure that all content is accurate and includes the details noted below.

WHAT YOU WILL SEE

Mission & Outreach

Please provide responses in the space provided. If you completed an online CDF Application for Fiscal 2017, the mission statement will be pre-populated with the previous year's information. Review all the information in this section carefully and update as appropriate.

Mission, History, and Principal Activities:
Briefly describe the **mission, history, and principal activities** of your organization (2000 character limit):

Outreach/Marketing Statement:
Briefly describe your organization's audience and quantify outreach, marketing, and/or audience development efforts for the proposed services as applicable (2000 character limit): [?](#)

PRINT PREVIEW SAVE CANCEL ← →

MISSION, HISTORY, AND PRINCIPAL ACTIVITIES

Enter your organization's mission and include the detail requested below. If you submitted an FY16 or FY17 Application/Renewal, this section will be pre-populated, so review and update your entry. The panel will assess the relevance and effectiveness of the proposed projects in light of your mission, so be sure to include the following:

- *mission statement*, including specific goals, objectives, and characteristics of any targeted communities;
- *history and key developments*, including recent accomplishments and upcoming milestones; and
- *principal activities and programs*, including those that may take place outside of the five boroughs and which cannot be described elsewhere in the Application.

OUTREACH/MARKETING STATEMENT

Describe outreach and marketing efforts as these relate to the focus of the proposed project(s). Provide detailed information on who you define as your public, and how you plan to reach them. Be sure to include the following in your response for *each* project:

- The characteristics of the targeted audience and/or participants;
- Plans for outreach efforts;
- Types of marketing tools and how you use them (e.g., print or social media, email blasts, ticket subsidies); and
- Method of notification to potential participants.
- If organizational or participatory membership is a large component of your services or programs, describe your methods for soliciting members and any requirements (including financial) or qualifications to membership.

CHARACTER LENGTH / PRE-POPULATION

2,000 characters, including spaces and returns, for both fields.

The Mission Statement will be pre-populated based on information submitted in your most recent Application/Renewal. **Be sure to review the pre-populated data and update information accordingly.**

A HIGH LEVEL OF DETAIL IS REQUIRED

HELP WITH THE ONLINE FORM

Do not just copy and paste. Presentation is important, so be sure the text is presentable and within the constraints of the online system. Use proper spacing and carriage returns, which only count as a single character.

Some formatting tools are not accepted. You cannot underline, use bold or italic type, or use special characters. Format the text so it is clear, and use the space provided.

Use Print Preview. You will be able to get a sense of how the text will look to the panel on the Print Preview page.

SEMINAR NOTES

So we may better serve the needs of the field and advocate on its behalf, please provide information regarding facilities and venues used by your organization.

Note: information from this section is not distributed to panelists, so relevant venue information must be included in your project description(s) as well.

WHAT YOU WILL SEE

Facilities & Venues

Please provide the following information regarding specific locations relevant to your organization, so we may better serve the field and advocate on its behalf. **Note: information from this section is not distributed to panelists, so relevant venue information must be included in your project description(s) as well.**

Facility Information:

Hours open to the public (600 character limit):
(e.g., M-F, 9am-5pm)

Primary Physical Facility:

If shared, with whom:

% of annual budget spent on space:

Primary Locations/Venues:

Please identify the primary locations/venues where your organization's principal activities take place. Please note capacity of each location/venue (500 character limit):

Relocations/Expansions/Renovations:

Please explain any relocations, expansions, renovations or major improvements recently completed or planned for the coming year(s) (500 character limit):

PRINT PREVIEW
SAVE **CANCEL**

FACILITY INFORMATION

Please complete as directed.

Hours open to the public

Describe when your facilities are open to the public. If your organization does not have a facility open to the public, enter "N/A."

Primary Physical Facility

Select the appropriate description of your primary office space, which could be your home, a rented space, or a donated space. Later in this section you will be asked to provide any additional locations your organization may use (e.g., performance, exhibition or workshop space).

% of annual budget spent on space

Enter the percentage of your FY16 operating budget spent on space. Social/Multi-Service, Religious and Educational Institutions whose primary mission is not cultural should indicate the percent of the current organizational expenses spent on *cultural* space.

PRIMARY LOCATIONS/VENUES

List the primary location(s) and venue(s) where your programming takes place (e.g., theaters, schools, performing art centers). Remember to include the capacity of the space(s). If you need to enter multiple locations, please put them in priority order.

RELOCATIONS/EXPANSIONS/RENOVATIONS

Please complete as directed.

SEMINAR NOTES

CHARACTER LENGTH / PRE-POPULATION

600 characters, including spaces and returns, for Hours open to the public.

500 characters, including spaces and returns, for Primary Locations/Venues and Relocations/Expansions/Renovations.

This section will not be pre-populated.

HELP WITH THE ONLINE FORM

As with every section, all fields must be answered in order for this section to be considered "complete;" be sure to enter "N/A" if a question does not apply to your organization.

The questions immediately following "Primary Physical Facility" are dynamic, meaning they will change depending on how you answer that question. For example, if you say that you own your facility, you will see questions about when it was purchased or if it is shared space.

Provide information about your audience and any educational programs that you administer. Note: not all information entered in this section is distributed to panelists.

WHAT YOU WILL SEE

Attendance/Education

In the applicable categories below, provide actual attendance figures for activities that took place within the five boroughs in your organization's Fiscal 2016. Include all cultural activities, not only those for which you requested Department of Cultural Affairs support. Note: Web-based programming refers to activities that use the internet to deliver services, not merely visits to your organization's website.

FY16 Attendance:

Public Attendance:	<input type="text"/>
Education Programs:	<input type="text"/>
Web-based Programming:	<input type="text"/>
Other:	<input type="text"/>
Total:	<input type="text" value="0"/>

Ethnicity:
This section is optional; the following information is being asked for research purposes only and will not be considered in the grant-making process. Please provide a percentage breakdown of the ethnicities represented within the total attendance figure provided above. Your percentage breakdown must total 100%. Any blank fields will be automatically filled with "0." Percentages may be estimates.

Native American/Alaskan (%):	<input type="text" value="0"/>
Asian (%):	<input type="text" value="0"/>
African American/Black (%):	<input type="text" value="0"/>
Hispanic/Latino (%):	<input type="text" value="0"/>
Native Hawaii/Pacific Islander (%):	<input type="text" value="0"/>
White (%):	<input type="text" value="0"/>
Other (%):	<input type="text" value="0"/>
Total (%):	<input type="text" value="0"/>

Individuals with Disabilities:

How does your organization inform the public about its access for individuals with disabilities (e.g., wheelchair access or services for the visually or learning impaired)?

FY16 Educational Programs:
This section refers to educational services benefiting children in grades Pre-K through 12.

Does your organization provide educational services?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your organization provide direct service to public school students?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your organization provide arts in education professional development?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Total cost to provide educational programs:	<input type="text"/>

FY16 ATTENDANCE

In the applicable categories, please provide total actual attendance figures for cultural activities that took place within the five boroughs during your organization's Fiscal 2016. Include in these figures attendance at all cultural activities, not just those for which you requested CDF support. Figures entered will total automatically.

Web-based Programming - This field refers to activities that use the internet as the primary component of the service provided, such as an interactive artist registry or online video gallery (not hits to your organization's website).

ETHNICITY

This section is optional. DCA aggregates and uses this information for research purposes only. Your percentage breakdown must total 100% if you respond.

INDIVIDUALS WITH DISABILITIES

Please complete as requested.

FY16 EDUCATIONAL PROGRAMS

This section applies only to organizations that provide educational programs to benefit children in grades Pre-K through 12.

If your organization provides Pre K-12 educational services, select "Yes" for the first question, regardless of whether CDF support has been requested for those programs, and answer the subsequent questions in this section.

Total cost to provide educational programs - This field refers to the actual cost of educational programs that took place within the five boroughs during your organization's Fiscal 2016.

Percentage of the cost by source - Indicate what percentage of the cost of providing educational services came from each of the listed sources in FY16. These percentages should cover all Pre K-12 educational services offered by your organization, not just those for which CDF support has been requested. The percentages must total 100%.

SEMINAR NOTES

CHARACTER LENGTH / PRE-POPULATION

100 characters, including spaces and returns, for Individuals with Disabilities. Note: the box is larger than the text allows.

This section will not be pre-populated.

HELP WITH THE ONLINE FORM

Do not enter commas in numeric fields, such as attendance figures.

Yes/No fields default to "No."

The Previous Activities section illustrates to the panel the kind of work your organization does; it provides a record of relevant past service. Be sure to include activities that may be related to the projects for which you are applying and only include cultural activities that took place within the five boroughs of New York City.

WHAT YOU WILL SEE

Previous Activities

Enter your organization's activities that have taken place between July 1, 2015 and now. You may include up to eight (8) activities, so group events that are related or which occur within the same season and/or fiscal year (e.g., 2016 Mainstage Season). Please consider the projects for which you are requesting support in the current Fiscal Year as you complete this section. At least one activity is required to complete this section.

Click the BLUE Save Activity button located at the bottom of the page to add an activity to the list below.

Previous Activities: [Set Priority](#)

Click the Set Priority link to select an activity and use arrows to indicate its priority. The activity at the top of the list will be considered your organization's highest priority.

Activity Description	Date(s)	Location	# of People
No Activities Found			

Activity Description (250 character limit):

Date(s): (e.g., 10/01/2016, 05/01/2016-05/15/2016)

Location:

? Number of Direct Recipients:

ACTIVITY DESCRIPTION

Enter up to eight of your organization's activities that have taken place between July 1, 2015 and now. Group together multiple events that are related or may occur within the same season and/or fiscal year (e.g., a theater's four mainstage productions, a film company's season of 24 screenings, or a teaching artist residency's semester of 8 workshops). Be concise in the description, but be sure to include relevant information such as the title and content of the program, number of events, frequency, etc.

Click the blue Set Priority link on the right side of the page to place the projects in priority order. The activity at the top of the list will be considered your organization's highest priority.

DATE(S)

Enter the exact date - or range of dates - for each activity noted. Remember: the activities must have taken place between July 1, 2015 and February 13, 2017.

LOCATION

Enter the location where the activity took place. Be as specific as possible (i.e., venue, capacity, borough).

CHARACTER LENGTH / PRE-POPULATION

250 characters, including spaces and returns, per Activity Description.

This section will not be pre-populated.

NUMBER OF DIRECT RECIPIENTS

Enter the actual number of people served directly by the activity in the fiscal year in which it took place. If an activity took place across two fiscal years, enter as two activities with corresponding numbers served. If this number is significantly different from the number of people you propose to serve with a similar activity, make sure to explain in the Project Description the reasons for growth or contraction in the number served.

HELP WITH THE ONLINE FORM

You may enter up to eight Activities. However, this section will be marked "complete" when only one Activity is added to the Activities List.

Once you enter the description, date, location and # served, click the SAVE ACTIVITY button to add that entry to the Activities List.

Once you save an Activity, you may edit it by clicking the EDIT button to the right of the Activity. You may change the priority of each project by clicking the SET PRIORITY link and using the arrows next to the activity.

In addition to the SAVE ACTIVITY button, you must also click the yellow SAVE button to save the entire list.

CAUTION: CLEAR FIELDS will erase the entry.

SEMINAR NOTES

Please supply information regarding your organization’s employees and volunteers. Note: the staff list is not distributed to panelists.

WHAT YOU WILL SEE

Staff Information

Enter the total number of staff working for your organization below. Please note employees are considered full time if they are permanent staff members working 35 hours a week or more, whether paid or unpaid. NOTE: If arts and culture are only one component of a larger mission, provide only information about members of your staff involved in arts and culture programming.

General Staffing Information:

Total Number of Staff:

Total Number Paid:

Total Number Full-time:

Volunteer Program:

If you have a formal volunteer program, please describe it here. This may include internship programs but should not include occasional volunteers or board members. (800 character limit):

Principal Administrative/Artistic Staff:

Enter up to ten (10) individuals you consider principal administrative and artistic staff members. Use the drop-down menus to indicate full- or part-time status and salary range. At least one staff member must be entered for this section to be complete.

Click the BLUE Save Staff Member button located at the bottom of the page to add a staff member to the list below.

Name of Staff Member	Title	FT/PT	Code
There are currently no staff members specified for this application.			

First Name:

Last Name:

Title of Staff Member:

Full Time or Part Time?

Salary Code:

CHARACTER LENGTH / PRE-POPULATION

800 characters, including spaces and returns, for Volunteer Program.

This section will not be pre-populated.

HELP WITH THE ONLINE FORM

You may enter up to 10 Staff Members. However, this section will be marked “complete” when only one Staff Member is added to the Staff List.

Once you enter a First Name, Last Name, Title, F/T or P/T, and Salary Code, click the SAVE STAFF MEMBER button to add that entry to the Staff List. Note: Staff Members may not appear in the order you entered them.

Once you save a Staff Member, you may edit it by clicking the EDIT button to the right of the Staff Member’s name.

In addition to the SAVE STAFF MEMBER button, you must also click the yellow SAVE button to save the entire list.

CAUTION: CLEAR FIELDS will erase the entry.

GENERAL STAFFING INFORMATION

Enter the numbers of total, paid and full-time staff. Note: employees are considered full-time if they are permanent staff working 35 hours a week or more (whether paid or not). If arts and culture are only one component of a larger mission, provide only information about staff members involved in your arts and cultural programming.

VOLUNTEER PROGRAM

Enter information on formal volunteer programs only. This may include internship programs but should not include occasional volunteers.

PRINCIPAL ADMINISTRATIVE/ARTISTIC STAFF

Use the list function to provide information on the organization’s principal administrative and artistic staff. Be sure to enter the Executive Director, Artistic Director and Primary User on this list, even if s/he is a registered user in your Account Profile.

Enter up to ten staff members individually; use the dropdown menus to indicate whether the staff member is full- or part-time and the person’s salary range. Salary ranges are as follows:

- A - Unpaid
- B - \$1 - 10,000
- C - \$10,001 – 25,000
- D - \$25,001 – 50,000
- E - \$50,001 – 100,000
- F - \$100,001 – 200,000
- G - \$200,001+

SEMINAR NOTES

Please supply information regarding your organization’s Board of Directors or Trustees. Note: information entered in this section is not distributed to panelists.

WHAT YOU WILL SEE

Board Information

Under General Board Members Information, tell us about the activities of your full governing board. Then enter up to six (6) Board Members indicating his/her name, officer title if applicable, profession/affiliation, and the year s/he joined the board. If your board has more than six members, enter just the officers here (your full Board list will be submitted as part of the required supplemental materials). At least three Board Members must be entered for this section to be complete.

Click the BLUE Save Board Member button located at the bottom of the page to add a Board Member to the below list.

General Board Information:

of members on full board:

Do members have term limits? Yes No

How often does the board meet? - Select -

Others:

Does your board have an active committee structure? Yes No

Does your board have an audit/finance committee? Yes No

Board gifts as a % of current Operating Income:

Expected level of "give or get" (\$):

Board Members/Trustees:

Name of Board Member	Title	Prof/Aff	Year
There are currently no board members specified for this application.			

First Name:

Last Name:

Board Member Title:

Profession/Affiliation:

Appointment Year: (YYY)

GENERAL BOARD INFORMATION

Enter information about your board and their regular meetings, and note the following:

- An “active committee structure” means you have sub-committees that meet independent of full board meetings.
- “Board gifts as a % of income” indicates the percentage of your operating budget that comes directly from the Board.
- “Expected level of give or get” is the amount each board member is expected to give or get for the organization annually. If there are different levels, enter an average. If there is no policy, enter zero.

BOARD MEMBERS/TRUSTEES

Use the list function to provide information on the organization’s board members, including his/her name, title on the board, profession or affiliation, and the year s/he was appointed. You may only enter up to six members, so add primary officers first. Be sure to include your Board Chair and use the title “Board Chair;” for non-officers, use the title “Board Member.”

Note: you will be asked to provide a full board list as part of the Supplemental Materials.

SEMINAR NOTES

CHARACTER LENGTH / PRE-POPULATION

This section will not be pre-populated.

Yes/No fields default to “No.”

HELP WITH THE ONLINE FORM

You may enter up to 6 Board Members. However, this section will be marked “complete” when only one Board Member is added to the Board List.

Once you enter a First Name, Last Name, Board Title, Profession/Affiliation, and Year Appointed, click the SAVE BOARD MEMBER button to add that entry to the Board List. Note: Board members may not appear in the order you entered them.

Once you save a Board Member, you may edit it by clicking the EDIT button to the right of the Board Member’s name.

In addition to the SAVE BOARD MEMBER button, you must also click the yellow SAVE button to save the entire list.

CAUTION: CLEAR FIELDS will erase the entry.

The Application has two budget sections: one for the organization's operating budget, and another for project budget(s). You will be able to see both budgets together by using the Budget Overview feature (p.14).

WHAT YOU WILL SEE

Operating Budget

BUDGET OVERVIEW

In this section, please enter your organization's annual operating budgets for the most recently completed Fiscal Year, projections for 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 organization's Fiscal Year for each category requested. **Do not include in-kind or capital support in any of the figures provided.** Make sure that you refer to the corresponding help section for definitions of each income and expense category.

If you submitted an online CDF Application or Renewal for Fiscal 2017, the fields in this section will be pre-populated with the previous Application's information. For most applications, these figures were projected at the time of submission and must be updated. If you have designated Social and/or Multi-Service, Educational, or Religious as your Organizational Code, these figures should reflect the organization's cultural budget only. Please make sure to review all of the information in this section carefully and **update as appropriate.**

Use the Budget Overview feature at the top of the "Final Review & Submit" page to review both organizational and project budgets on one page.

Fiscal Years:

FY16 Start Date:	<input type="text"/>	<input type="text"/>	(MM/YYYY)
FY17 Start Date:	<input type="text"/>	<input type="text"/>	(MM/YYYY)
FY18 Start Date:	<input type="text"/>	<input type="text"/>	(MM/YYYY)

OPERATING BUDGET

This section requires your organization's annual operating figures by category for your FY16 (completed year), your FY17 (current year), and your FY18 (projected year). Do not include in-kind support or capital income or expenses in any of these figures.

When filling out FY17 (current year) figures, ensure they are for the full year, not year-to-date.

Note: If you are a Social/Multi-Service, Religious or Educational Institution, be sure to complete this section based only on the *cultural component* of your annual overall budget. You will be asked to submit a full operating budget for the organization as part of the Supplemental Materials (see the [Organizational Budget template](#)).

FISCAL YEARS

Indicate the month and year your organization's fiscal year begins. These dates reflect your organization's fiscal year, which may differ from DCA's fiscal year, and should match your 990 and financial statements.

SEMINAR NOTES

CHARACTER LENGTH / PRE-POPULATION

Your FY16 (Completed) and FY17 (Current) organizational budgets will be pre-populated with the projected budgets submitted in your most recent Application/Renewal.

You must review the pre-populated data and update all numbers with actual figures before submitting.

REMEMBER TO SAVE YOUR WORK FREQUENTLY

HELP WITH THE ONLINE FORM

Remember to save your work often while working on this page. The page will time out after twenty minutes and unsaved work will be lost.

Do not leave any fields blank. If a category is not applicable, enter "0."

Subtotals and Totals will calculate automatically, based on figures entered.

Do not include commas when entering numbers.

Use the help button -  - for further definitions of each budget category.

The Budget Overview Page is a helpful means of reviewing your project and operating budgets together. Use this feature to ensure that your actual and projected figures accurately reflect your organization’s activities and financial condition. The panel reviews both the organization’s operating budget and projected budgets carefully.

WHAT YOU WILL SEE

Budget Information

FY15 Operating Income:
FY15 Total Expenses:

The following information provides a budget history and projection for your organization. Please ensure that all actual and projected amounts for all budget categories are correct.

	Annual Operating Budgets:			Project Budgets:	
	FY15 (Completed)	FY17 (Current)	FY18 (Projected)	TOTAL (all projects)	test
Earned Income					
Admissions/Box Office	\$0	\$0	\$0	\$0	\$0
Contracted Services	\$0	\$0	\$0	\$0	\$0
Tuition, Class/Workshop Fees	\$0	\$0	\$0	\$0	\$0
Publications	\$0	\$0	\$0	\$0	\$0
Fundraising (Gross)	\$0	\$0	\$0	\$0	\$0
Other Earned Income	\$0	\$0	\$0	\$0	\$0
Total Earned Income	\$0	\$0	\$0	\$0	\$0
Unearned Income					
Non Government					
Corporate Contributions	\$0	\$0	\$0	\$0	\$0
Foundation Grants	\$0	\$0	\$0	\$0	\$0
Individual Contributions	\$0	\$0	\$0	\$0	\$0
Other Unearned Income	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$0	\$0	\$0	\$0	\$0
Government					
NEA	\$0	\$0	\$0	\$0	\$0
NYSCA	\$0	\$0	\$0	\$0	\$0
Other Fed/State	\$0	\$0	\$0	\$0	\$0
Department of Cultural Affairs/Program Services	\$0	\$0	\$0	\$0	\$0
Department of Cultural Affairs/Other	\$0	\$0	\$0	\$0	\$0
Other City	\$0	\$0	\$0	\$0	\$0
Local Arts Councils	\$0	\$0	\$0	\$0	\$0
SUBTOTAL	\$0	\$0	\$0	\$0	\$0
Total Unearned Income	\$0	\$0	\$0	\$0	\$0
TOTAL INCOME	\$0	\$0	\$0	\$0	\$0

	Annual Operating Budgets:			Project Budgets:	
	FY15 (Completed)	FY17 (Current)	FY18 (Projected)	TOTAL (all projects)	test
Expenses					
Personnel - Administrative	\$0	\$0	\$0	\$0	\$0
Personnel - Artistic	\$0	\$0	\$0	\$0	\$0
Personnel - Technical/Production	\$0	\$0	\$0	\$0	\$0
Outside Prof. Services	\$0	\$0	\$0	\$0	\$0
Space/Rentals/Utilities	\$0	\$0	\$0	\$0	\$0
Equipment/Rentals/Supplies	\$0	\$0	\$0	\$0	\$0
Travel/Transportation	\$0	\$0	\$0	\$0	\$0
Advertising/Promotion/Marketing	\$0	\$0	\$0	\$0	\$0
Other Expenses	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$0	\$0	\$0	\$0	\$0

	Annual Operating Budgets:			Project Budgets:	
	FY15 (Completed)	FY17 (Current)	FY18 (Projected)	TOTAL (all projects)	test
SURPLUS / (DEFICIT)	\$0	\$0	\$0	\$0	\$0

BUDGET OVERVIEW PAGE

This page will be automatically populated as you enter and save figures in the operating and project budget sections. It is not a page on which you will enter data.

You can review the Budget Overview page at any stage of data entry by clicking the yellow Budget Overview button.

The panel will review your operating and project budgets together in a single page similar to this one; use this page to preview how they will review the figures entered.

SEMINAR NOTES

CHARACTER LENGTH / PRE-POPULATION

This section will be automatically populated as you enter and save figures in the operating and project budget sections.

HELP WITH THE ONLINE FORM

BUDGET OVERVIEW

The Budget Overview button can be found at the top right side of the Operating Budget page or on the Final Review & Submit page.

This section asks for income figures by category, and should include projections for the current and upcoming fiscal years. Current year figures should be for the full year, not year-to-date. **You must provide further information explaining these figures in the Budget Notes section where noted below.**

WHAT YOU WILL SEE

Earned Income:			
	FY16 (Completed)	FY17 (Current)	FY18 (Projected)
Admissions/Box Office:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contracted Services:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuition, Class/Workshop Fees:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Publications:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fundraising (Gross):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Earned Income:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Earned Income:	\$0	\$0	\$0
Unearned/Non-government Income:			
	FY16 (Completed)	FY17 (Current)	FY18 (Projected)
Corporate Contributions:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Foundation Grants:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Individual Contributions:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Unearned:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal:	\$0	\$0	\$0

CHARACTER LENGTH / PRE-POPULATION

FY16 (Completed) and FY17 (Current) Operating Budgets will be pre-populated with the projected budgets submitted in your most recent Application/Renewal.

You must review the pre-populated data and update all numbers with actual figures before submitting.

**UPDATE ALL PRE-POPULATED FIELDS
WITH ACTUAL FIGURES**

HELP WITH THE ONLINE FORM

Remember to save your work often while working on this page. The page will time out after 20 minutes and unsaved work will be lost. To mitigate potential loss, consider completing this portion of the application offline first.

Do not leave any fields blank. If a category is not applicable, enter "0."

Subtotals and Totals will calculate automatically, based on figures entered.

Do not include commas or dollar signs when entering numbers.

Use the help button -  - for further definitions of each budget category.

ADMISSIONS/BOX OFFICE

Income from admission to events, exhibitions and performances.

CONTRACTED SERVICES

Income from services provided by your organization (e.g., space rental, performance fees, consultants' fees). Specify the source and amount in the Budget Notes section.

TUITION, CLASS/WORKSHOP FEES

Income from fees charged for classes, registration, workshops and seminars.

PUBLICATIONS

Income from the sale of publications and recordings.

FUNDRAISING (GROSS)

Income from benefit events and galas. Note: Use the gross (before expenses) income received.

OTHER EARNED INCOME

All other sources of earned income not listed in the categories above (e.g., interest on bank accounts, concession sales, membership income). Specify by source and amount in the Budget Notes section.

CORPORATE CONTRIBUTIONS

Cash support from contributions made by businesses, corporations, and corporate foundations. This category includes funds from employee matching gift programs and members' support from "friends" of the organizations.

FOUNDATION GRANTS

Cash support from private foundations.

INDIVIDUAL CONTRIBUTIONS

Support from private individuals.

OTHER UNEARNED INCOME

All other sources of unearned income not listed in the categories above (e.g., endowment interest income, contributions from a foreign consulate). Specify by source and amount in the Budget Notes section.

SEMINAR NOTES

Complete this section according to the definitions below. Specify by source the unearned and government income received or anticipated by your organization in your FY 2016, 2017, and 2018. **You must provide further information explaining these figures in the Budget Notes section where noted below.**

WHAT YOU WILL SEE			
Unearned/Government Income:			
	FY16 (Completed)	FY17 (Current)	FY18 (Projected)
? NEA:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? NYSCA:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Other Federal/State:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? DCA/Program Services:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? DCA/Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Other City:	<input type="text"/>	<input type="text"/>	<input type="text"/>
? Local Arts Councils:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal:	\$0	\$0	\$0
Total Unearned Income:	\$0	\$0	\$0
Total Income:	\$0	\$0	\$0

NEA

National Endowment for the Arts.

NYSCA

New York State Council on the Arts.

OTHER FEDERAL AND STATE

Funds 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, NYS Natural Heritage Trust, NYS Department of Education). Specify by source and amount in the Budget Notes section.

CHARACTER LENGTH / PRE-POPULATION
FY16 (Completed) and FY17 (Current) Operating Budgets will be pre-populated with the projected budgets submitted in your most recent Application/Renewal.
You must review the pre-populated data and update all numbers with actual figures before submitting.

UPDATE ALL PRE-POPULATED FIELDS WITH ACTUAL FIGURES

HELP WITH THE ONLINE FORM
Remember to save your work often while working on this page. The page will time out after twenty minutes and unsaved work will be lost.
Do not leave any fields blank. If a category is not applicable, enter "0."
Subtotals and Totals will calculate automatically, based on figures entered.
Do not include commas or dollar signs when entering numbers.
Use the help button -  - for further definitions of each budget category.

DCA/PROGRAM SERVICES

Funds from the Department of Cultural Affairs Cultural Development Fund. If you have received or are anticipating non-Initiative discretionary funding from the City Council administered by DCA, include that amount within this figure. If you apply to the Council for non-Initiative discretionary funds, you must request support from CDF and the Council **for the same, not different, program(s).**

DCA/OTHER

Funds received or anticipated from City Council Initiatives administered by DCA, which include:

- Cultural After-School Adventures (CASA)
- Coalition of Theaters of Color (CTC)
- Cultural Immigrant Initiative
- SU-CASA
- Anti-Gun Violence - Art a Catalyst for Change

These Initiative funds should not be included in the DCA/Program Services category. The City Council determines eligibility for Initiative support. Specify by source and amount in the "Other Sources of Income and Expenses" field within the Budget notes section. DCA Capital support should not be included in any budget category.

OTHER CITY

Funds from any other City agency (e.g., Department of Education, Department for the Aging, Department of Youth and Community Development). This field should not include City Council discretionary funds administered through DCA. Specify by source and amount in the Budget Notes section.

LOCAL ARTS COUNCILS

Funds from arts councils (e.g., Brooklyn Arts Council, Queens Council on the Arts). Be sure to include any DCA regrant funds from past years, as well as NYSCA decentralization funds or other funds received. Specify by source and amount and note the fund (e.g., NYSCA, DCA) in the Budget Notes section.

This section asks you to specify your organization’s annual expenses. Current year figures should be for the full year, not year-to-date. **You must provide further information explaining these figures in the Budget Notes section where noted below.**

WHAT YOU WILL SEE			
Expenses:			
	FY16 (Completed)	FY17 (Current)	FY18 (Proposed)
Personnel - Administrative:			
Personnel - Artistic:			
Personnel - Technical/Production:			
Outside Professional Services:			
Space Rentals/Utilities:			
Equipment Rental/Supplies:			
Travel/Transportation:			
Advertising/Promotion /Marketing:			
Other Expenses:			
Total Expenses:	\$0	\$0	\$0
Surplus/Deficit:	\$0	\$0	\$0

PERSONNEL

Cumulative expenses in these categories are for all employees for whom you make withholding deductions. Figures should include gross salaries and fringe benefits such as health insurance, social security, pension fund payments, and payments to retirees.

Administrative - Any individual paid as an employee for administrative services. May include: executive and supervisory administrative staff, program directors, business managers, communications staff, development staff, clerical staff, ushers and other front-of-house and box office staff, librarians, maintenance and security staff, etc.

Artistic - Any individual paid as an employee for artistic services. May include: artistic directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc.

Technical/Production - Any individual paid as an employee for technical/production services. May include: technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibition installation staff, conservators, etc.

OUTSIDE PROFESSIONAL SERVICES

Cumulative expenses for all independent contractors, including those paid on a fee-for-service basis or for whom you issue an IRS 1099 form. These may include consultant fees, honoraria, stipends, or contract payments; provide detail in the Budget Notes section.

SPACE RENTAL/UTILITIES

Include payments for rental of office, rehearsal, theater hall, gallery, and other such spaces, and utilities such as electricity, water, gas, etc.

EQUIPMENT RENTAL/SUPPLIES

Include rental charges for equipment on a per-use basis (e.g., lighting, sound). Also include equipment and supplies purchased costing less than \$500 with an estimated useful life of less than two years; such items are considered consumables required for daily operations (e.g., paper, photocopying, soap, toe shoes, pencils, paint brushes).

CHARACTER LENGTH / PRE-POPULATION

FY16 (Completed) and FY17 (Current) organizational budgets will be pre-populated with the projected budgets submitted in your most recent Application/Renewal.

Be sure to review the pre-populated data and update all numbers with actual figures before submitting.

UPDATE ALL PRE-POPULATED FIELDS WITH ACTUAL FIGURES

HELP WITH THE ONLINE FORM

Remember to save your work often while working on this page. The page will time out and unsaved work will be lost after twenty minutes.

Do not leave any fields blank. If a category is not applicable, enter "0."

Subtotals and Totals will calculate automatically, based on figures entered.

Do not include commas or dollar signs when entering numbers.

Use the help button -  - for further definitions of each budget category.

This section, continued from page 17, asks you to specify your organization's annual expenses. **You must provide further information explaining these figures in the Budget Notes section where noted below.**

WHAT YOU WILL SEE			
Expenses:			
	FY16 (Completed)	FY17 (Current)	FY18 (Proposed)
Personnel - Administrative:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personnel - Artistic:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personnel - Technical/Production:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outside Professional Services:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Space Rentals/Utilities:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment Rents/Supplies:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Travel/Transportation:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Advertising/Promotion/Marketing:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Expenses:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Expenses:	\$0	\$0	\$0
Surplus/Deficit:	\$0	\$0	\$0

TRAVEL/TRANSPORTATION

Costs directly related to travel. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage allowances on personal vehicles, gas, car rental, etc. Also costs associated with trucking, shipping, and hauling of equipment, costumes, and sets.

ADVERTISING/PROMOTION/MARKETING

All costs for advertising, marketing, publicity, and/or promotion. Do not include payment to individuals or firms that belong under "Personnel" or "Outside Professional Services." Include costs of newspaper, radio, and television advertising; printing and mailing of brochures, flyers, and posters; and space rental when directly connected to promotion, publicity, or advertising (for fundraising expenses, see "Other Expenses").

CHARACTER LENGTH / PRE-POPULATION	
FY16 (Completed) and FY17 (Current) organizational budgets will be pre-populated with the projected budgets submitted in your most recent Application/Renewal.	
Be sure to review the pre-populated data and update all numbers with actual figures before submitting.	

OTHER EXPENSES

All expenses not entered in other categories. Include fundraising expenses, scripts and scores, lumber and nails, storage, postage, telephone, interest charges, photographic supplies, publication purchases, sets and props, insurance fees, non-structural renovations or improvements, etc. Itemize these expenses in the Budget Notes section.

SURPLUS/(DEFICIT)

This figure is automatically calculated. In the Budget Notes section, you will be asked to explain how you will address any surplus or deficit for each of the three fiscal years.

UPDATE ALL PRE-POPULATED FIELDS WITH ACTUAL FIGURES

SEMINAR NOTES

HELP WITH THE ONLINE FORM	
Remember to save your work often while working on this page. The page will time out after twenty minutes and unsaved work will be lost.	
Do not leave any fields blank. If a category is not applicable, enter "0."	
Subtotals and Totals will calculate automatically, based on figures entered.	
Do not include commas or dollar signs when entering numbers.	
Use the help button -  - for further definitions of each budget category.	

It is helpful to have a printed copy of the Operating Budget from the Budget Overview at hand when completing your Budget Notes. These Notes are a critical component of your budget and the panel will consider them carefully when reviewing your Application.

WHAT YOU WILL SEE

Budget Notes

Please answer each of the following budget questions related to the figures entered in the Operating Budget section. Provide as much detail as you can in the space provided, and do not leave any section blank.

Fiscal Year Variation:

For figures entered for the three Operating Budgets, please explain every item that varies by 20% between any of the three fiscal years (1000 character limit):

Other Sources of Income and Expenses:

For FY18 figures, please detail other sources of income and expenses for the following fields: Contracted Services, Other Earned Income, Other Unearned Income, Other Federal and State Income, DCA/Other Income, Other City Income, Local Arts Councils, Outside Professional Services, and Other Expenses.

Surplus/Deficit:

Please provide an explanation of each surplus and/or deficit listed in the Operating Budget. (1000 character limit):

In-kind Support:

In-kind Support for FY17:

Specify the sources for the amount shown as In-kind Support (800 character limit):

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):

FISCAL YEAR VARIATION

Please explain any budget figures that vary by 20% or more between FY16 and FY17, or between FY17 and FY18.

OTHER SOURCES OF INCOME AND EXPENSES

If you entered figures in any of the following budget lines, you must provide details here for each entry: Contracted Services, Other Earned Income, Other Unearned Income, Other Federal and State Income, DCA/Other Income, Other City Income, Local Arts Councils, Outside Professional Services, and Other Expenses.

SURPLUS/DEFICIT

Explain how your organization will address organizational surplus or deficit listed in any of the three fiscal years.

IN-KIND SUPPORT

While in-kind support should not be included in your Operating Budget figures, we do want to know about significant in-kind support that your organization receives. Indicate the total fair market value of significant goods and services your organization expects to be provided in-kind in FY17 (current year), including donations from DCA's Materials for the Arts Program. Itemize by source and amount.

FURTHER EXPLANATION

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.

SEMINAR NOTES

CHARACTER LENGTH / PRE-POPULATION

800 characters, including spaces and returns, for In-Kind Support.

1,000 characters, including spaces and returns, for all other fields.

This section will not be pre-populated.

HELP WITH THE ONLINE FORM

Do not leave any sections blank. Enter "N/A" for sections that do not apply to your budget.

This section applies to applicants with Fiscal 2014 Operating Incomes greater than \$250,000 or organizations with Special Funds.

WHAT YOU WILL SEE

Budget Information

If your organization has any Special Funds such as endowments or cash reserves, select 'Yes.' If Special Funds are not applicable to your organization, select 'No.'

Select the Fund Type and Restrictions from the drop-down menus. Click the BLUE Save Fund button located at the bottom of the page to save your entry and add it to your list of funds. Enter up to four Special Funds. If you need to delete a fund as you are entering the information, click the BLUE Clear Fields button.

Major Operating Budget Increase/Decrease:

If you anticipate any major (more than 10%) increases or decreases in your operating budget in FY19 and/or FY20, please explain (800 character limit):

Special Funds:

Does your organization have any special funds? Yes No

Type of Fund	Res./UnRes.	Amt.16	Amt.17	Purpose
No Special Funds Found				

Fund Type:

Restricted/Unrestricted:

Amount as of 07/01/16 (\$):

Projected Amt for 07/01/17 (\$):

Purpose (if restricted):

MAJOR OPERATING BUDGET INCREASE/DECREASE

Organizations with an FY15 Operating Income greater than \$250,000 must explain any major increases or decreases anticipated to the operating budget in FY19 and/or FY20. This question will not appear for organizations with FY15 Operating Incomes of \$250,000 or less.

If you are a multi-service organization, check that your cultural budget is correct. This page should not appear if your FY15 cultural budget is \$250,000 or less. See page 5 of these instructions for clarification. Use the sidebar on the application form to navigate back to the Organization Profile page.

SPECIAL FUNDS

If your organization has any Special Funds, select "Yes" and the fields will become available. Special Funds include endowment, cash reserve or other designated or restricted funds.

Select the Fund Type and Restrictions from the dropdown menus. Enter the balance of the fund(s) as of July 1, 2016 and the balance you expect as of July 1, 2017. Enter the purpose of the fund(s), if restricted.

SEMINAR NOTES

CHARACTER LENGTH / PRE-POPULATION

800 characters, including spaces and returns, for the Major Operating Budget Increase/Decrease field.

50 characters, including spaces and returns, for the Purpose field.

This section will not be pre-populated.

HELP WITH THE ONLINE FORM

Yes/No fields default to "No."

If you select "Yes" for Special Funds, you may enter up to 4 Funds. However, this section will be marked "complete" when only one Special Fund is added to the Special Funds List.

Once you enter a Type, click the SAVE FUND button to add that entry to the Fund List. Note: Funds may not appear in the order you entered them.

Once you save a Special Fund, you may edit it by clicking the EDIT button to the right of the Fund.

In addition to the SAVE FUND button, you must also click the yellow SAVE button to save the entire list.

CAUTION: CLEAR FIELDS will erase the entry.

The Proposed Services section is where you'll describe the services you are proposing for FY18 and how you are planning to deliver them. The **Project Summary** page lists all the projects for which you are requesting support; from this page you can access each project and fill out the three substantive sections of information for each project: a **Project Overview**, **Project Details**, and a **Project Budget**.

WHAT YOU WILL SEE

Project Summary

Click **NEW PROJECT** to begin entering information about the project for which you are requesting support. If you have begun drafting project information and want to edit or change information, click on the title of the project below. You may request support for up to five (5) projects.

Projects appear in priority order; the project at the top of the list will be considered your organization's highest priority.

Once projects are entered, you may change the priority of each project using the "Set Priority" link.

Projects: [Set Priority](#)

Project Title	Status
No Projects Found	

[New Project](#)

Amount Totals:
Total cost and request amounts will be tallied automatically based on the information provided in the budget of each project for which you are requesting support. Be sure to include project expenses in your organizational budget.

The minimum award is \$5,000 for organizations with FY15 operating incomes of \$250,000 or less, and \$15,000 for organizations with FY15 operating incomes greater than \$250,000. In order for your application to be considered for funding, ensure your DCA project requests add up to at least the minimum award in your budget category.

Total Project Cost (\$): 0

Total Request Amount (\$): 0

Designation:
Select **one** borough and **one** discipline to describe your overall Application, based on the information entered about the proposed projects. Consider your project priorities when making this designation; your selection will determine the panel in which your application is reviewed.

Discipline:

Borough:

PRINT PREVIEW

SAVE
CANCEL
←
→

CHARACTER LENGTH / PRE-POPULATION

This section will not be pre-populated.

REMEMBER TO PRIORITIZE YOUR PROJECTS

HELP WITH THE ONLINE FORM

Start a Project. Click **NEW PROJECT** to enter information about each project for which you are requesting DCA support. To edit or change saved project information, click on the project title.

Prioritize Your Projects. Once projects are entered, you may change the priority of each project by clicking "Set Priority" and using the arrows next to the project title.

PROJECTS

Organizations may request support for up to five projects. No more than 50% of the total project costs may come from DCA, and if funded, organizations are expected to complete all projects as proposed regardless of the amount awarded. **Review the [Guidelines](#) carefully before completing the Proposed Services portion of the Application, including the section on Priorities and Criteria.**

SETTING PRIORITY

Arrange your proposed services in priority order using the "Set Priority" link. The panel will consider the project at the top of the list your organization's highest priority and they will review the projects in priority order.

AMOUNT TOTALS

The "Total Project Cost" and "Total Request Amount" fields will calculate automatically based on the figures you provided in your project budget(s). Be sure these figures reflect accurate and realistic projections for the scope of your proposed projects and organizational budget. **Ensure that your "Total Request Amount" is greater than or equal to the minimum level of funding for your budget category**, as specified on page 6 of the Guidelines.

DESIGNATIONS

From the dropdown menus, select one borough and one discipline to describe your overall Application, based on the information entered about all your proposed projects. Consider your project priorities when making these designations; your selections determine the panel in which the Application is reviewed.

Borough Designation for Proposed Activities – Select the one borough that best conveys the primary location of the proposed activities. This may or may not be the same borough in which your office is located.

Discipline Designation for Proposed Activities –

- | | |
|--|---|
| <ul style="list-style-type: none"> Architecture/Design Botanical Crafts Dance Film/Video/Audio Folk Arts Humanities Literature Multi-Disciplinary - Non-Performing Multi-Disciplinary - Performing | <ul style="list-style-type: none"> Multi-Disciplinary - Performing & Non-Perf Museum Music New Media Photography Science Theater Visual Arts Zoo |
|--|---|

After clicking "New Project" on the Project Summary page, you will be directed to the **Project Overview** which asks for basic information about the project. Click on the grey tabs - Overview, Details and Budget - to move to these sections within a specific project. The proposed services are a key part of the panel's review.

WHAT YOU WILL SEE

Projects

Overview
Details
Budget

We encourage you to apply only for projects that you can realistically complete in the upcoming Fiscal Year. Remember that Department of Cultural Affairs funding cannot support more than 50% of the total project costs and that if your application is funded, all projects must be completed as proposed, **regardless of the level of funding**. Refer to the [Instructions](#) for information on completing a competitive Application. Remember to type "0" or "N/A" for fields that are not applicable. Please enter your Project Title first.

General Information:
Multiple values can be selected for some questions. (PC users may select more than one item by holding the CONTROL key while clicking on the selections. Mac users should click the Command key (the ⌘ key) while clicking on multiple selections.) The "Project Cost Amount" automatically populates based on the "Total Expenses" field on the Project Budget page. The "Project Request Amount" automatically populates based on the "Project Request Amount" entered on the Project Budget page. The requested amount cannot exceed 50% of the project expenses.

Project Title:

Project Cost (\$):

Request Amount (\$):

Discipline Code:

Borough(s):

Council District(s):

Synopsis:
Please summarize the project, based on the full project description provided in the Details section (480 character limit):

Proposed Services Beyond FY18:
If the project for which you are requesting funding is a multi-year project, please detail how it will evolve/change in FY19 and FY20 (800 character limit):

If the project for which you are requesting funding is not a multi-year project, please provide information regarding projects that will occur in FY19 and FY20 (800 character limit):

CHARACTER LENGTH / PRE-POPULATION

480 characters for Synopsis, and **800** for each question under Proposed Services Beyond FY18. Note: the last two fields will only appear for organizations with FY15 Operating Income greater than \$250,000.

This section will not be pre-populated.

HELP WITH THE ONLINE FORM

To select more than one Borough and Council District use the multi-select function. PC users should hold CTRL while clicking all selections; MAC users should hold COMMAND (the ⌘ key) while clicking all selections.

PROJECT TITLE

The Project Title should be a concise description of the project (e.g., Ticket Subsidy Program, Mainstage Season, After-School Filmmaking Program, Artists' Summer Residency). You will not be able to save the project until it has been titled.

PROJECT COST

This field will automatically populate after the "Total Expenses" field is calculated on the Project Budget page.

REQUEST AMOUNT

This field will automatically populate after you enter the "DCA Project Request" on the Project Budget page.

DISCIPLINE CODE

Select the most relevant discipline code from the dropdown menu to describe the proposed services in this project.

BOROUGH(S)

Select the appropriate borough(s) from the dropdown menu that pertain to this project; select as many as apply.

COUNCIL DISTRICT(S)

Select the appropriate Council District(s) from the dropdown menu that pertain to the proposed services in this project; select as many as apply. Select only the council districts where activities take place, not the districts where your constituents live.

SYNOPSIS

Condense information provided in the **Project Description** (p. 23) to include pertinent details from that section: type of activity, number of events (performances, workshops, exhibits, issues of a publication, etc.), dates, locations, admission fees (if any), and intended audience. All information in the Synopsis should be included in the Project Description as well. This will become part of your Grant Agreement if funded.

PROPOSED SERVICES BEYOND FY18

This section will appear only if your FY15 Operating Income is over \$250,000. Provide as much detail as possible at this time for anticipated activities in Fiscal 2019 and 2020. If the FY18 project will continue beyond FY18, explain any changes and enter "N/A" for the next question. If the project will end in FY18, enter "N/A" for the first question and answer the second.

Apply only for cultural services that the organization can realistically complete. The services must occur within the City’s Fiscal 2018 (July 1, 2017–June 30, 2018). Anything before July 1, 2017 or after June 30, 2018 cannot be proposed for funding. If the project is an ongoing program that extends beyond the confines of the grant period (e.g., an exhibition running from April to September), describe the full scope of the program, but be clear and specific about the activities taking place in FY18 for which you are seeking funding. Proposed services must occur within the five boroughs of New York City.

WHAT YOU WILL SEE

Projects

Sample Project

Overview Details Budget

Remember that all proposed activities must occur within the City's upcoming fiscal year (July 1, 2017 - June 30, 2018) and within the five boroughs. This section requires a high level of detail and cannot be completed correctly without referring to the [Instructions](#).

Project Description:
Please describe the services you will provide with a high level of detail, including **who, what, when, where, why, how, how many, and how often**. Please consider the readability of the project narrative and format your description accordingly; carriage returns count as a single character (3500 character limit):

PROJECT DESCRIPTION

Use this field to describe the proposed activity (who, what, when, where, why, how, how many, & how often). Convey how the project constitutes a public service and how it is connected to the organization’s mission. General and generic project descriptions, or a listing of dates and activities alone, are far less compelling than specific, detailed narratives. If the details of your project have not yet been confirmed, describe the process by which they will be established.

If you are proposing a project with multiple components, make sure to provide comprehensive detail for all elements of the project.

The narrative should make a case to the panel for your service and must include the following details:

- For all projects -*
- Identify performers, artists, curators, teaching artists, and/or program leaders; briefly describe their qualifications.
 - Explain the audience that will attend/participate/be served. The audience described here should correspond to the Number of Direct Recipients field. If there are also indirect recipients, describe that audience as well.
 - Outline the structure of the program and explain the public service you will provide. Describe what a participant or attendee will experience.
 - Describe when the activities will take place; specify the total number, timing, and frequency of the activities.
 - Identify the program location/s.
 - Describe the objectives of the project and explain why it is a beneficial public service.
 - Describe the planning process and how your organization will implement the program. Explain curatorial selection process, including who is responsible for selecting. Explain whether this is a new program for your organization, or if you have previously had similar programming.

CHARACTER LENGTH / PRE-POPULATION

3,500 characters, including spaces and returns.
This section will not be pre-populated.

A HIGH LEVEL OF DETAIL IS REQUIRED

HELP WITH THE ONLINE FORM

Remember to save your work often while working on this page. The page will time out after 20 minutes and unsaved work will be lost.

Do not just copy and paste. Presentation is important, so be sure the text is presentable and within the constraints of the online system: use proper spacing and carriage returns, which only count as a single character.

Some formatting is not accepted. You cannot use bold, italics, underlines, so take that into account when entering text.

Use Print Preview. You will be able to get a sense of how the text will look to the panel on the Print Preview page.

- For education projects (in addition to above items) -*
- Indicate the name(s) and/or number(s) of the schools, as well as grades being served.
 - Indicate the total number of students and teaching artists.
 - Describe the materials to be presented, including pre- and post-visit materials.
 - Note relationship of the program to classroom curriculum and City/State standards.
 - Discuss how the program will be evaluated.
 - Note any scholarships offered and describe criteria and selection process.
- For projects that subsidize audience, artist or student participation (in addition to above items) -*
- Indicate the number/percentage of recipients of discount, scholarship, fellowship or other subsidies.
 - Describe methods of outreach to potential participants.
 - Give the criteria by which subsidy recipients are selected.
 - Indicate tuition, fees, ticket prices or other admissions paid by subsidized and non-subsidized participants.

WHAT YOU WILL SEE

Project Details:
 Multiple values can be selected for "Specific Audience." PC users may select more than one item by holding the CONTROL key while clicking on the selections. Mac users should click the Command key (the ⌘ key) while clicking on multiple selections.

Start Date of Activity: (MM/DD/YYYY)

End Date of Activity: (MM/DD/YYYY)

Number of Direct Recipients:

Specific Audience: Adults General Grades 6-8 Grades 9-12

Will you charge for this service? Yes No

If yes, describe pricing and who pays:

Do you provide discounts? Yes No

If yes, please describe discount program:

Artist Compensation:

Are artists compensated? Yes No

Provide detailed explanation of compensation:

Do artists pay to participate? Yes No

Provide detailed explanation of cost structure:

CHARACTER LENGTH / PRE-POPULATION

This section will not be pre-populated.

REMEMBER TO PRIORITIZE YOUR PROJECTS

HELP WITH THE ONLINE FORM

Yes/No fields default to "No."

You may select more than one "Specific Audience" by using the multi-select function. PC users should hold CTRL while clicking all selections; MAC users should hold COMMAND (the ⌘ key) while clicking all selections.

START DATE / END DATE OF ACTIVITY

Enter specific activity start and end dates in the fields provided. All projects must occur between July 1, 2017, and June 30, 2018. If you do not have specific dates established yet, enter the first day of the month in which you believe the project will start and the last day of the month in which you believe the project will end.

NUMBER OF DIRECT RECIPIENTS

Estimate the number of people served for each project. Recipients include either audience members or participants for each activity depending upon the focus of the activity. For example, if you are offering a public performance, the focus is on the audience, so estimate the number of audience members. If your project's focus is on instruction or professional development, estimate the number of participants (students, artists, etc.) being trained in the class or workshop. If there is a culminating event component to the project, indicate audience numbers in your description, not as recipients.

If this number is significantly different from the number of people served by a similar activity listed in your Previous Activities, make sure to explain in the Project Description the reasons for growth or contraction in the number served.

SPECIFIC AUDIENCE

Select from the dropdown menu the age range(s) of the primary group of people served. You may select as many ranges as applicable; if the project does not target a specific group, select General.

CHARGE FOR SERVICE

If you intend to charge for this service, select "Yes" and describe the cost or pricing structure, including any discounts offered and who pays for the service (e.g., general public, membership, student groups, schools).

ARTIST COMPENSATION

As applicable, indicate whether artists are compensated and to what degree, or if artists pay to participate in the proposed services. Please quantify this compensation or payment for participation.

SEMINAR NOTES

This section applies only to projects that are educational programs benefiting children in **grades Pre-K through 12**. If you are not providing an educational program or if your program serves outside that range (e.g., adults), do not complete this section.

WHAT YOU WILL SEE

Education Program:

Yes No

Is this an education program that benefits children in grades Pre-K through 12?

Category of education program:

Describe how your organization evaluates the success of the education program. If applicable, describe how your teaching artists collaborate with teachers at the school to design and implement the project. (500 character limit):

EDUCATION PROGRAM

Select "Yes" and select from the dropdown menu the appropriate education category (listed below):

Arts Exposure - focused on a defined or specific number of performances, lecture/demonstrations or exhibitions, often including pre-visit materials or post-event discussions.

Arts Skills - characterized by an emphasis on sustained and regular training, including developing and mastering the skills of a particular artistic discipline. Training should be provided by artists/instructors working under the auspices of a cultural organization, and may range from introductory through professional levels.

Arts in Education - defined as regularly scheduled artistic/cultural activities used to further aesthetic and intellectual awareness and growth; teaching artists trained to work in an educational environment; pre-program planning and post-program review with classroom teachers; arts and cultural activities demonstrating some level of curriculum integration; or activities taking place in a school classroom, a cultural facility or other location.

CHARACTER LENGTH / PRE-POPULATION

500 characters, including spaces and returns, for Objectives of Education Program.

This section will not be pre-populated.

ANSWER YES ONLY IF YOUR PROJECT TARGETS GRADES PRE-K THROUGH 12

HELP WITH THE ONLINE FORM

Yes/No fields default to "No."

Provide a description of how your organization evaluates the success of the education program as requested. If applicable, describe how your teaching artists collaborate with teachers at the school to design and implement the project.

SEMINAR NOTES

Enter information regarding the income that will support this project. The definitions for these fields are the same as those given for the Operating Budget on pages 15-19 of these Instructions.

WHAT YOU WILL SEE

Projects BUDGET OVERVIEW

Sample Project

Overview
Details
Budget

In this section, please enter project budget figures for each category. Do not include in-kind or capital support. Refer to the [Instructions](#) or help buttons for definitions of each income and expense category. Enter only whole dollars with no decimals.

Earned Income:

Admissions/Box Office:	<input type="text"/>
Contracted Services:	<input type="text"/>
Tuition, Class/Workshop Fees:	<input type="text"/>
Publications:	<input type="text"/>
Fundraising (Gross):	<input type="text"/>
Other Earned Income:	<input type="text"/>
Total Earned Income:	\$0

Unearned/Non-government Income:

Corporate Contributions:	<input type="text"/>
Foundation Grants:	<input type="text"/>
Individual Contributions:	<input type="text"/>
Other Unearned Income:	<input type="text"/>
Subtotal:	\$0

Unearned/Government Income:

DCA Project Request:	<input type="text"/>
NEA:	<input type="text"/>
NYSOA:	<input type="text"/>
Other Federal/State:	<input type="text"/>
DCA/Other:	\$0
Other City:	<input type="text"/>
Local Arts Councils:	<input type="text"/>
Subtotal:	\$0
Total Unearned Income:	\$0
Total Income:	\$0

INCOME

Please enter all income you anticipate to receive and allocate to this project. If you are using a portion of a grant or fundraising event, indicate only the funds that will be used to support this project. Do not include any in-kind support in any category. Please refer to the organizational budget pages for definitions of these categories, and note the following:

DCA Project Request

Enter the amount you are requesting from DCA to support this project. Project requests, which are totaled automatically, must be greater than or equal to the minimum award in your budget category. Review the Guidelines for further information regarding your request to DCA. Remember that DCA cannot support more than 50% of a project's expenses, and support rarely reaches that level.

DCA/Other

This field refers to City Council Initiative funds (i.e., CASA, CTC, Cultural Immigrant Initiative, Anti-Gun Violence, and SU-CASA). **Initiative funding should not be included anywhere in your project budget**, only in your organizational budget, so this field is pre-populated to \$0 for all applicants.

Local Arts Councils

Remember that you cannot apply for DCA regrant funds in FY18 from a local arts council if you receive CDF funds in FY18.

SEMINAR NOTES

CHARACTER LENGTH / PRE-POPULATION

This section will not be pre-populated.

HELP WITH THE ONLINE FORM

Do not leave any fields blank. If a category is not applicable, enter "0."

Subtotals and Totals will calculate automatically, based on the figures entered.

Do not include commas or dollar signs when entering numbers.

Use the help button - - for further definitions of each budget category.

This section asks you to specify anticipated funding that will support this project as well as the expected project expenses. The definitions for these fields are the same as those given for the organizational budget on pages 15-19 of these Instructions.

WHAT YOU WILL SEE

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*). (800 character limit):

Expenses:

?	Personnel - Administrative:	<input type="text"/>
	Personnel - Artistic:	<input type="text"/>
	Personnel - Technical/Production:	<input type="text"/>
?	Outside Professional Services:	<input type="text"/>
?	Space Rentals/Utilities:	<input type="text"/>
?	Equipment Rental/Supplies:	<input type="text"/>
?	Travel/Transportation:	<input type="text"/>
?	Advertising/Promotion /Marketing:	<input type="text"/>
?	Other Expenses:	<input type="text"/>
	Total Expenses:	\$0
	Surplus/Deficit:	\$0

Other Sources of Income and Expenses:

For FY18 figures, please detail other 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, and Other Expenses (800 character limit):

ANTICIPATED FUNDING

Itemize the anticipated funding sources for the project. Indicate committed funding with an asterisk (*) as indicated in the sample on the screenshot. This format will maximize the space available and provide adequate detail about projected and committed sources of funding.

EXPENSES

Do not include in-kind support or capital expenses in any category. The field labeled "Total Expenses" should equal the total cost of this project and will populate the "Project Cost" field on the Project Overview and the Project Summary pages.

OTHER SOURCES OF INCOME AND EXPENSES

If you have entered figures in any of the following project budget lines you must provide details for each entry:

- Contracted Services
- Other Earned Income
- Other Unearned Income
- Other Federal and State Income
- DCA/Other Income
- Other City Income
- Local Arts Councils
- Outside Professional Services
- Other Expenses.

SEMINAR NOTES

CHARACTER LENGTH / PRE-POPULATION

800 characters, including spaces and returns, for Anticipated Funding and Other Sources of Income and Expenses.

This section will not be pre-populated.

HELP WITH THE ONLINE FORM

Do not leave any fields blank. If a category is not applicable, enter "0."

Subtotals and Totals will calculate automatically, based on the figures entered.

Do not include commas or dollar signs when entering numbers.

Use the help button - ? - for further definitions of each budget category and remember to review the budget overview.

This section contains questions regarding tax-exempt status and insurance. It also includes a list of all print materials that must be submitted by the deadline, separate from the online form.

SUPPLEMENTAL MATERIALS MUST BE RECEIVED BY 6:00 PM ON FEBRUARY 13, 2017 .

PLEASE NOTE: THE DEADLINE FOR SUPPLEMENTAL MATERIALS HAS CHANGED FROM A "POSTMARK" DATE TO A "RECEIVED BY" DEADLINE.

WHAT YOU WILL SEE

Supplemental Materials

Please provide the following information on your organization's tax-exempt status and insurance information:

Tax-exempt status and insurance information:

? Is this organization tax-exempt? Yes No

? Will the services described in this application be covered by Comprehensive General Liability insurance? Yes No

Amount of bodily injury:

Amount for property damage:

Supplemental Materials:
ATTENTION: The required Supplemental materials must be received by February 13, 2017 in order for your Application to be considered complete and eligible for funding. There will be no exceptions to this deadline.

Supplemental materials must either be:

HAND DELIVERED to the Department of Cultural Affairs offices at 31 Chambers Street during business hours on any day prior to the deadline, but no later than 6:00 p.m. on February 13, 2017.

--OR--

RECEIVED no later than February 13, 2017.
PLEASE NOTE: the deadline for the Supplemental materials has changed from a "postmarked by" date to a "received by" date. Hard copies of the Supplemental materials must be RECEIVED in our offices by 6:00 p.m. on February 13, 2017, whether delivered via mail carrier or hand-delivery. Organizations that fail to meet either the online deadline or received-by deadline for Supplemental materials will be ineligible for funding in FY18.

CHARACTER LENGTH / PRE-POPULATION

This section will not be pre-populated.

INCLUDE THE APPLICATION CHECKLIST WITH YOUR SUPPLEMENTALS

HELP WITH THE ONLINE FORM

Yes/No fields default to "No."

If you select "Yes" to carrying Comprehensive General Liability insurance, enter amounts for bodily injury and property damage.

TAX-EXEMPT STATUS AND INSURANCE

Complete as directed.

SUPPLEMENTAL MATERIALS

Supplemental Materials are a critical component of the panel review process.

- Consult the [Application Checklist](#) (also attached at the end of this document) to determine your required Supplemental Materials.
- Use the online DCA templates for the [Board List](#) and the [Funding Plan](#). If you are a Social/Multi-Service, Religious or Educational Institution, complete the [Organizational Budget template](#) as well.
- Complete and include the Checklist with your Supplemental Materials. Remember to label all materials with the organization's legal name.
- Supplemental Materials must fit into an envelope no larger than 12"x15" and should not include folders or binders.
- DCA cannot accept Supplemental Materials by fax or email.

BACKGROUND MATERIAL - 2 COPIES

Enclose select copies of recent materials relating to the services that you propose to provide. Be sure the material includes the date(s) and year on which programming took place, and include only material from events occurring within the past two years. **Please sort and collate these materials into two identical sets.** Suggested materials include, as applicable:

Marketing/outreach materials -

- Brochures, postcards, catalogues and other mailings
- Email blasts and printouts from website
- Select press and publicity

Project background -

- Artist bios
- Images and/or other printed material
- Sample publications

Educational materials -

- Teaching artist bios
- List of schools visited in most recently completed fiscal year (include name of school and borough)
- List of schools projected to be visited in FY17 (include name of school and borough)
- Curriculum materials and/or study guides
- Letters of support from school administrators/teachers/students

Work samples -

- Relevant CDs and/or DVDs (note: media samples are reviewed by DCA staff, not the panel)

This section requires that you acknowledge that Supplemental Materials must be submitted separately in order for your Application to be complete.

WHAT YOU WILL SEE
<input type="checkbox"/> Yes, I understand that the above documentation must be submitted separately from the online portion of the Application to be considered complete.

CHARACTER LENGTH / PRE-POPULATION
This section will not be pre-populated.

DEADLINE MONDAY, FEBRUARY 13 2017
--

HELP WITH THE ONLINE FORM
You will not be able to submit your Application unless this box is checked.

ACKNOWLEDGEMENT CHECK BOX

Select "Yes" to show your awareness of and compliance with the requirement for Supplemental Materials, due on the same date as the online form but submitted separately.

All Supplemental Materials must fit into an envelope no larger than 12"x15" and must *either* be:

HAND DELIVERED to the Department of Cultural Affairs offices at 31 Chambers Street during business hours (9:00 am—5:00pm) on any day prior to the deadline, but no later than 6:00 p.m. on February 13, 2017.

--OR--

RECEIVED no later than February 13, 2017.

PLEASE NOTE: the deadline for Supplemental materials has changed from a "postmark" date to a "received by" deadline. Hard copies of the Supplemental materials must be RECEIVED in our offices at 31 Chambers Street no later than 6:00 pm on February 13, 2017, whether via mail carrier, messenger, or hand-delivery. Organizations that fail to meet either the online deadline or received-by deadline for Supplemental materials will be ineligible for funding in FY18.

SEMINAR NOTES

You must review the online portion of the Application for accuracy and completeness before submitting. Information cannot be changed or updated once you click "Submit."

WHAT YOU WILL SEE

Final Review & Submit

You are required to review your Application thoroughly for accuracy and completeness before submission. Review each field and all information carefully. Be sure to save a copy of the final version for your records.

The deadline for all material related to the Fiscal 2018 Application is **February 13, 2017**. The Application form, which is the online portion, must be submitted no later than midnight on Monday, February 13, 2017. **The deadline for Supplemental materials has changed from a "postmark" date to a "received by" deadline.** Hard copies of the Supplemental materials must be RECEIVED in our offices at 31 Chambers Street no later than 6:00 pm on February 13, 2017, whether delivered via mail carrier, messenger, or hand-delivery. Organizations that fail to meet either the online deadline or received-by deadline for Supplemental materials will be ineligible for funding in FY18.

Use the buttons at the top for a comprehensive view of your operating and project budgets, or to print a copy of this preview. You can click on links within the index below to skip to certain sections but be sure to review all sections. You will be asked to certify the Application form before you hit SUBMIT. Every required field in the online form must be filled out in order for your Application form to be accepted electronically.

Index:

Organization Information:

[Organization Profile](#) | [Mission & Outreach](#) | [Facilities & Venues](#) | [Attendance/Education](#) | [Previous Activities](#)

Staff/Board Info:

[Staff Information](#) | [Board Information](#)

Budget Information:

[Operating Budget](#) | [Budget Notes](#) | [Budget Information](#)

Proposed Services:

[Sample Project](#)

Final Steps:

[Supplemental Materials](#)

FINAL REVIEW

Scroll down this page to review every field of the Application prior to submission. You can click on the section names within the Index to jump to different sections of the online form.

Be sure to review all the information carefully.

In addition to the index and scrolling option, two tools are available to review your Application information:

- **PRINT PREVIEW** opens a printer-friendly version of all application information, and will indicate any missing fields in **red**. To save a copy of your Application's print version, you must save the print preview as an HTML document or print to a PDF. Be sure to use the print preview to check that all narrative sections are formatted appropriately, especially the Project Description(s).
- **BUDGET OVERVIEW** offers a comprehensive look at all budget figures entered on the Application, both the organizational Operating Budget and proposed Project Budget(s).

Keep in mind if you are a Social/Multi-Service, Religious or Educational Institution, the Operating Budget portion must *only* reflect your *cultural* budget.

CHARACTER LENGTH / PRE-POPULATION

This section will not be pre-populated.

YOUR APPLICATION MUST BE COMPLETE IN ORDER TO CLICK SUBMIT

HELP WITH THE ONLINE FORM

This section displays answers entered from all Application sections. To edit or change a field, use the sidebar on the left side of the screen to jump to a particular section.

Once you click "Submit Application," no changes or updates are possible.

SEMINAR NOTES

This final field is the electronic substitute for your signature.

WHAT YOU WILL SEE
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.
<input type="checkbox"/> Yes , I certify that the information entered in this Application is correct and complete to the best of my knowledge.

CHARACTER LENGTH / PRE-POPULATION
This section will not be pre-populated.

REVIEW YOUR ANSWERS CAREFULLY BEFORE CLICKING SUBMIT

HELP WITH THE ONLINE FORM
You will not be able to submit your Application unless this box is checked.
Once you click "Submit Application," no changes or updates are possible.

CERTIFICATION AND RELEASE

This is the final step before submission. An authorized signatory must certify, on behalf of the organization, that the completed online Application is the organization's FY18 submission.

By clicking the box "Yes" and submitting the Application, you affirm your intent to electronically sign this document and understand that this is the legal equivalent of a handwritten signature.

Review each answer carefully. Your responses form the basis for the panel's review of your Application. **No changes or updates can be made once the "Submit Application" button is pressed.**

CONFIRMATION EMAIL

A confirmation that the online portion of the Application has been submitted will be emailed to the addresses provided in your Account Profile. The confirmation will include:

Applicant ID - Keep this for your records when referencing your Application throughout the fiscal year.

Application Checklist - Be sure every item on this list is included in your submission of Supplemental Materials to DCA. Use the Application Checklist as a cover page for these materials, and remember that your Application will not be considered complete unless both the online form and Supplementary Materials meet the February 13th deadline.

SEMINAR NOTES