



OVERVIEW

As noted in the accompanying award letter, your organization has been designated to receive funds under one of the following Fiscal 2024 City Council Initiatives:

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

Initiative allocations are designated by City Council members and administered by DCLA. Your organization's award letter identifies the Initiative, the Council member who designated the funds (where applicable), and the amount of each designation. Each Initiative has separate timing and guidelines; please refer to your Initiative-specific award letter and notification email.

Along with the award letter, your organization is receiving a Grant Agreement for the Initiative-designated funds. Separate Grant Agreements are issued for each type of City Council Initiative. Organizations allocated multiple designations for a particular Initiative will receive a single Grant Agreement combining those designations. Note that fiscal constraints facing the City may require adjustments to the final allocation during the course of the year.

In order to receive initial payment of the designated funds, your organization must sign and return the Grant Agreement along with the additional material specified. As part of these requirements, your organization will need to complete a Project Synopsis form detailing the funded project. For all Initiatives except for SU-CASA, organizations receiving multiple designations must submit a Project Synopsis for **each** designation.

Log in to your account via the DCLA web portal (<https://dclagms.nyc.gov/grants>) to view your Initiative award letter, which will detail the designation/s comprising the total award, and to complete the project synopsis form/s. The designation information will be pre-populated within the Initiative form. If you have not yet set up an account on the DCLA web portal, please visit the login page linked above, click "Create Account" and follow the prompts. There's more information available on the CDF Registration Help Guide online [here](#). Members of the CIG, please contact ciginfo@culture.nyc.gov for further assistance.

Though the following guidelines and funding requirements are similar to those for the Cultural Development Fund (CDF), this document includes information specific to the Initiatives listed above. Refer to your notification email for specific deadlines. A full checklist of requirements is included at the end of this document.

INITIATIVE PROGRAM GUIDELINES

To be eligible for FY24 Council Initiative funds, organizations must have first submitted an eligible application to the FY24 Cultural Development Fund (CDF) or be a member of the Cultural Institutions Group (CIG).

All Initiative projects must represent a cultural activity of recognized quality that is accessible to the public. Funded programs can be as different as the organizations providing them, but they will all have a common commitment to public service and public participation. In addition to the Initiative-specific guidelines below, recipients may refer to DCLA's [CDF Guidelines](#) for more detail about the types of services for which DCLA will administer funds. **Please note** that failure to complete the program as listed in the project synopsis and in accordance with the below program qualifications and guidelines, as well as failure to comply with reporting requirements in a timely manner, may result in forfeiture of any final payment, remittance of any initial payment already received and being deemed ineligible for future funding.

Organizations should inform their DCLA program officer directly of any changes to a designated program partner (school or senior center) and/or any other issues with the

proposed project as soon as possible. It should not be assumed that changes discussed with a Council Member's office will be communicated to DCLA.

Program qualifications:

- For CDF-grantees, Initiative programs may not overlap with any CDF-funded project, unless it is serving a different audience than the CDF-funded project, taking place on a different day/time than the CDF-project or is a clear and defined expansion of the CDF project;
- Each funded project must include a demonstrable arts and cultural activity of recognized quality that is accessible to the public during the grant period;
- The project synopsis must be clearly stated and contain measurable goals that can be evaluated during and at the end of the grant period;
- Projects must be within the organization's artistic/cultural, administrative and fiscal capabilities;
- While funded projects may include some aspects of operating costs; do not ask for projects that are essentially general operating support or internal capacity building.

Funded services **cannot** include:

- Activities taking place outside New York City's five boroughs;
- Activities taking place outside the City's Fiscal 2024 (July 1, 2023–June 30, 2024)
- Fundraising events and receptions;
- Internal capacity building;
- Activities with no public access component;
- Non-arts and cultural activity
- Capital expenses, including the purchase of equipment (including computers, tablets, digital cameras, and most musical instruments; refer to the project synopsis form instructions for further detail)
- Religious activities or programs with religious content.

Initiative-specific guidelines:

Initiative designations are made by the members of the City Council, who may have individual requirements or expectations. General Initiative descriptions are provided by the Council and noted below.

CASA:

The Council describes the purpose of these funds as to support arts enrichment offered to public school students through after-school programs. These designations are single-year discretionary awards made by Council members and administered by DCLA. The Council also designates the public school in which the programs are to take place. Please note, the CASA Guidelines were updated in Fiscal 2024; [here](#).

Cultural Immigrant Initiative:

The Council describes the purpose of these funds as to support programming focused on the cultural history or traditions of an immigrant community in New York City, and to increase access to unique cultural offerings that focus on immigrant heritages. These designations are single-year discretionary awards made by Council members and administered by DCLA. Funded activity should occur within the council district of the City Council member who designated the funds.

CTC:

The Council describes the purpose of these funds as to support theaters, cultural organizations, and their audiences, primarily in communities of color. These designations are single-year discretionary awards made by the Council and administered by DCLA.

Anti-Gun Violence Initiative:

The Council describes the purpose of these funds as to support the use of art as a means to engage, organize and mobilize communities against gun violence in select neighborhoods and designated precinct areas. These designations are single-year discretionary awards made by the Council and administered by the Department of Cultural Affairs. The Council also designates the public school in which the programs are to take place. Please note, the Anti-Gun Guidelines were updated in Fiscal 2024; all guidelines updates are reviewable [here](#).

SU-CASA:

The Council describes the purpose of these funds as to support arts engagement programming offered to older adults at senior centers supported by the NYC Department for the Aging (DFTA). These designations are single year discretionary awards made by an application process reviewed by Council members and administered by DCLA.

FUNDING REQUIREMENTS

Please log in to your account via the DCLA web portal (<https://dclagms.nyc.gov/grants>) and upload all documents as specified by this checklist via the "Initiative Form" section of your FY24 City Council Initiative Grant Tile, accessible via the Dashboard in the DCLA portal.

Grant Agreement:

Log in to your account via the DCLA web portal (<https://dclagms.nyc.gov/grants>) and click the "View/Download" button to view and download your FY24 City Council Initiative notification letter. To view and download the Grant Agreement you must first navigate into the Initiative Form and complete your program synopses for all designations. You will then see a link to download the Grant Agreement (pre-populated with information from the synopses) in the Funding Materials Upload section (and subsequently in the "View/Download" menu).

Note the total award amount stipulated in the letter and within your Grant Agreement; keep these documents accessible throughout the grant period in your paper or electronic files. DCLA will accept e-signature for signed documents to accommodate varying degrees of access to digital resources throughout the field:

1. The preferred method of e-signing a document is to use a digital reproduction of a physical signature. The digital reproduction could be an image file of a signature written with the signer's own hand that is inserted into the document, or a PDF of the physically signed signature page. The digital reproduction should not be a typed name.
2. Documents with e-signatures submitted using DocuSign (or other secured signature equivalent) may be accepted. DCLA does not provide access to DocuSign or other software and will not reimburse fees incurred by organizations that opt to use this method.

Project Synopsis Form:

Submit City Council Initiative Project Synopsis form/s within the initiative form online via the DCLA portal to provide a description of your organization's Initiative program. The information you provide on this section of the form will define the scope of services and will be incorporated as part of the Grant Agreement between your organization and DCLA. One synopsis is required for each Initiative designation; organizations with multiple designations must submit one synopsis per designation. For example, an organization that receives two CASA designations and one Cultural Immigrant Initiative designation will fill out one form for CASA that includes two synopses and one form for Cultural Immigrant Initiative that includes one synopsis.

For New Grantees:

If your organization has not received City funding before, information in the City's computerized Financial Management System (FMS) may need to be entered. Complete a [Substitute W-9 Form](#) and return with your FY24 Grant Materials.

For Grantees with New Mailing Addresses:

If your organization has moved since receiving funds previously, information in the City's computerized Financial Management System (FMS) may need to be updated. Please update your address via the City's Payee Information Portal online: <http://www.nyc.gov/pip>. For assistance with the PIP System, please contact the PIP Help Desk at PIP@fisa-opa.nyc.gov. Please note that organizations with an open contract with another City agency may get an alert that they are not permitted to update their information via PIP. If that is the case for your organization, please contact your designated program officer.

For City Council Discretionary Funding:

All City Council discretionary awards must be cleared by the City Council and Mayor's Office of Contract Services (MOCS) prior to payment. To track the clearance status of your award, use the [Discretionary Award Tracker](#) on the MOCS website.

All organizations receiving a discretionary award must complete and sign a [Lobbying Certification](#), which certifies that your organization is in compliance with City and State Lobbying Law requirements. Should you have any questions, consult the [City Clerk's website](#). Any remaining questions may be addressed to DCLA's Agency Chief Contracting Officer, Sei Young Kim, at skim@culture.nyc.gov.

Subcontracting:

An organization that receives City Council discretionary funding must itself deliver the services of the funded program. They should not subcontract the primary delivery of service funded by discretionary awards to another organization except in limited circumstances. This does not apply to hiring individuals such as performers or teaching artists as independent contractors to perform a portion of the funded service but applies to organizations used as subcontractors. **This includes payment to another organization for direct delivery of service (e.g., performing at an event or teaching/leading workshops).** It does not include payment to another organization for goods related to execution of the project (e.g., space rental, equipment rental, travel, or payroll/bookkeeping services). Subcontractors must be approved by DCLA and City Council prior to any work commencing. Payments made to subcontractors prior to receiving approval may be deemed impermissible by DCLA and Council and in that case shall not be reimbursed. Subcontractors are subject to City Council conflict of interest disclosure requirements. If you have any questions, please contact your designated program officer.

Doing Business Data Form:

To be in compliance with Local Law 34, ALL grant recipients with grants greater than \$5,000 are required to submit a Doing Business Data Form specific to each grant agreement with DCLA. Download the appropriate form for each Initiative below:

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

For All Grantees:

Conflicts of Interest Disclosure:

All grantees must submit a [Conflicts of Interest Disclosure](#) form. This form asks you to identify any conflicts of interest between your organization and DCLA. More details are included on the form itself.

Insurance requirements:

The Appendix to your grant agreements has details about requirements for all organizations receiving funding from DCLA. Your organization is expected to be in compliance with those requirements. Organizations receiving grants of any size must be able to produce proof of required insurance that is compliant with the requirements noted below **if requested**. We will notify your organization prior to payment if this documentation is required.

Organizations receiving a **grant \$100,000 or more must** submit documentation as described below prior to payment.

1. Commercial General Liability (CGL) Insurance Certificate
 - a. Additional Insured Endorsement - to confirm the City is an additional insured
 - b. Certification by Insurance Broker or Agent - to ensure that the CGL information is accurate
(an example of this document is attached as the last two pages of your grant Agreement)

2. Proof of Workers' Compensation Insurance and Disability and Paid Family Leave Benefits Insurance

To meet these requirements:

- We recommend you contact your organization's insurance broker or representative and share these requirements with them.
- For organizations using a fiscal sponsor, the certificates provided may list *either* the conduit *or* the applicant organization as the insured entity.
- Detailed instructions and examples of forms are noted below. Some organizations, insurance companies, or brokers may use different acceptable forms. Regardless of the form used, the specific requirements outlined below must be met.

For ALL certificates:

- Coverage is required for the entirety of the grant period, July 1, 2023 – June 30, 2024.
 - Because your organization's insurance coverage period may differ from the grant period, multiple certificates may need to be submitted (e.g., Sept. 2022-2023 AND Sept. 2023-2024).
 - If insurance for the entire grant period has not yet been acquired, the certificate(s) submitted by your organization must cover, at minimum, July 1, 2023 through the date you submit your grant materials.

1. Commercial General Liability Insurance:

- The Acord 25 certificate is the most common form used; a sample form is provided here for your reference.
 - Groups are required to have adequate coverage for the entirety of the grant period (July 1, 2023 – June 30, 2024).
 - Commercial General Liability Insurance must:
 - protect the City and Grantee from claims for property damage and/or bodily injury, including death that may arise from any of the operations under the Grant Agreement;
 - be in the amount of at least One Million Dollars (\$1,000,000) per occurrence;
 - be in the amount of at least One Million Dollars (\$1,000,000) for personal and advertising injury (unless waived in writing by the New York City Law Department);
 - be "occurrence" based rather than "claims-made";
 - be at least as broad as that provided by the most recently issued Insurance Services Office ("ISO") Form CG 00 01;
 - name the City of New York, including its officials and employees, as an Additional Insured with coverage at least as broad as the most recently issued ISO Form CG 2010 or CG 2026;
 - be maintained with companies that are authorized to issue the policy and have an A.M. Best rating of at least A- / VII, a Standard & Poor's rating of at least A, a Moody's Investors Service rating of at least A3, a Fitch Ratings rating of at least A- or a similar rating by any other nationally recognized statistical rating organization acceptable to the New York City Law Department unless prior written approval is obtained from the New York City Law Department; and
 - be primary (and non-contributing) to any insurance or self-insurance maintained by the City.
 - The certificate must indicate that **"The City of New York, including its officials and employees, is an additional insured."**
 - This exact language must be used. The Department of Cultural Affairs, or any specific city agency, must NOT be specified.
 - On an Acord 25 certificate this information should be included in the "Description of Operations" field.
 - The Department of Cultural Affairs must be identified as the "Certificate Holder" using this *specific* address:

City of New York
Department of Cultural Affairs

On an Acord 25 certificate this information should be included in the "Certificate Holder" field.

- The insurance company's information and Producer's name, address, and phone number must be included.
 - The NAIC Insurance Code must be typed for all insurers affording coverage.
 - If your organization does not carry Commercial General Liability insurance for the full grant period, the DCLA Commissioner may, in their discretion, allow your organization to instead maintain Special Event Insurance for your specific funded activities. This documentation is expected to meet the same requirements as those outlined above for the limited period and must cover all DCLA-funded activity.
2. Additional Insured Endorsement
- In tandem with the proof of General Liability Coverage, the insurance broker or agent must provide an "Additional Insured Endorsement" which modifies the policy to include the City as additional insured.
 - The form must indicate that **"The City of New York, including its officials and employees, is an additional insured."**
 - This exact language must be used. The Department of Cultural Affairs, or any specific city agency, must NOT be specified.
 - A funded organization's CGL policy naming the City, including its officials and employees, as an additional insured must be in effect for the entire grant term, July 1, 2023 to June 30, 2024.
 - ISO Forms [CG-20 26 04](#) or [CG-20 10 04](#) are each commonly used; samples of both forms are provided here for your reference (only one need be submitted).
3. Certification by Insurance Broker or Agent
- In tandem with the proof of General Liability Coverage:
 - The insurance broker or agent must also certify on the provided [Certification by Insurance Broker or Agent](#) form that the information contained on the Acord certificate, or other certificate used to show proof of Commercial General Liability coverage, is accurate.
4. Workers' Compensation Insurance and Disability and Paid Family Leave Benefits Insurance
- If your organization has compensated employees (as defined by New York State Workers' Compensation Law and Disability Benefits Law), you are required to have adequate coverage for the entirety of the grant period (July 1, 2023 – June 30, 2024)
 - *Workers' Compensation*
 - There are several forms that can be used as documentation.
 - The [C-105.2](#) is commonly used; a sample form is provided here for your reference.
 - OR--
 - If you are insured by the New York State Insurance Fund (NYSIF), you may obtain a U-26.3 at the [Fund's website](#).
 - *Disability and Paid Family Leave Benefits*
 - There are several forms that can be used as documentation. The [DB-120.1](#) is commonly used; a sample form is provided here for your reference.
 - OR--
 - If your organization has no employees as defined by New York State law and you are not required to carry workers' compensation and/or disability benefits coverage, you must submit a signed Certificate of Attestation of Exemption ([CE-200](#)). Organizations can use [New York Business Express](#) to file and obtain a Certificate of Attestation online. [Review this document for additional instructions](#).

Also for FY24 awards of \$100,000 or more:

Agreements with organizations receiving \$100,000 or greater require additional review prior to issuing

initial payment. Awards of this size may take longer to process. Submit signed copies of the below forms:

1. [Organization Certification](#)
 - o If any of the statements are not true, an explanation on a separate sheet must be appended as a second page to the Certificate PDF to be uploaded.
2. TWO [Individual Certifications](#) (one for CEO/Executive Director, one for CFO/Treasurer)
 - o If any of the statements are not true, an explanation on a separate sheet must be appended as a second page to the Certificate PDF to be uploaded.

NOTE: If your CEO and CFO are the same individual, they can complete one form, with both titles listed.

COMPLIANCE WITH NEW YORK STATE CHARITIES BUREAU REQUIREMENTS

Most nonprofit organizations that conduct charitable activities in New York are required by New York State law to be registered with the Charities Bureau of the Office of the Attorney General of New York State, and to file financial reports annually with that office. The Department of Cultural Affairs must confirm compliance with this State requirement before funds can be conveyed to your organization.

- Consult the [Charities Bureau Registry Search](#) to confirm your status. Filings with the Charities Bureau must be current; deadlines vary depending on the end date of your organization’s fiscal year and the law under which you are required to file. If you find that your organization’s status is not current, contact the Charities Bureau immediately to determine what is needed.
- Some nonprofit entities may qualify for an exemption from filing with the Charities Bureau. If you are not sure whether your organization is exempt, contact the Charities Bureau directly; if you are exempt, return the [Certificate of Exemption](#) with your FY24 Grant Materials.

PAYMENT

Once our review of required documents is complete and we confirm compliance with FY23 reporting, an initial payment will be processed by DCLA and sent from the City’s Finance Department. DCLA does not disburse payments.

Organizations receiving more than \$25,000 are required to enroll in Electronic Funds Transfer (direct deposit) via the Payee Information Portal (PIP). We encourage all grantees to sign up for this payment method. For all other organizations, the City has instituted a charge of \$3.50 per paper check, which will be deducted from each payment. Enrollment is quick and easy, using the link below.

- [Enroll Now](#) in Electronic Funds Transfer (direct deposit)

For assistance with the PIP System, please contact the PIP Help Desk at PIP@fisa-opa.nyc.gov.

CONTACT INFORMATION

It is essential that you keep your contact information up to date so that you can receive correspondence from DCLA throughout the grant period. You may log on to your [DCLA online account](#) to make adjustments to your Account Profile. Please make sure that the email address for your Primary User is kept current at all times; only the Primary user may add new users or delete inactive profiles. Instructions for adding and deleting users can be found in the [Registration Help Guide](#) on our website.

PERFORMANCE AND EVALUATION

Because Initiative designations are made with public funds, the expenditure of those funds will be monitored to verify the program’s compliance with the terms of the Grant Agreement. Performance evaluations will be based on review of the quality and timeliness of the documents submitted, as well as through site visits and program reviews. An unsatisfactory performance record may be a determining factor in considering future City funding.

The Department of Cultural Affairs and the New York City Council welcome the opportunity to better know the services being provided with Initiative funds. Site visits consisting of attendance at performances,

presentations, exhibits, classes or other activities enable the staff to evaluate compliance as well as to build a body of information about your programs. Please be sure to add to your mailing list the Council member who designated your Initiative funding, as applicable, as well as your DCLA program officer.

CREDIT

Please note the credit stipulations contained in your Grant Agreement:

- All printed or digital programs, brochures, flyers, posters, announcements or similar matter relating to services funded by DCLA are required to include, in a legible manner, in appropriate type size and without abbreviation, the following statement: **"This program is supported, in part, by public funds from the New York City Department of Cultural Affairs in partnership with the City Council."**
- The Department of Cultural Affairs logo is also required to appear on these materials. Each organization obtaining a logo will do so subject to a standard logo policy and terms of use. To obtain our logo, visit our website to fill out the [Logo Request Form](#).
NOTE: Our logo changed in July 2017. Please ensure you are using the most recent logo.
- In addition to the logo and credit line stipulated, any printed list of contributors to a program or service funded by DCLA, either alphabetical or by contribution category, is required to include the "New York City Department of Cultural Affairs."
- Any group receiving City Council discretionary funding should be sure to acknowledge Council support and include the appropriate credit to the Council member/s who provided it on related materials.

REPORTING REQUIREMENTS

All organizations funded for Fiscal 2024 must submit a final report on the services delivered under the Grant by the stipulated deadline; an approved report is required to receive final payment. Final reports will be due August 1, 2024; grantees will be notified when the Fiscal 2024 reporting forms are available.

- Organizations that fail to execute the funded programming or do not comply with reporting requirements will not receive any additional funds still due and will be required to return all Fiscal 2024 funds previously received within ninety days of the close of the fiscal year.
- Organizations that submit a late report or fail to submit a Fiscal 2024 report may be **ineligible** for consideration in Fiscal 2025 and 2026. Reporting will be required before any organization can be considered for funding in any subsequent year.
- Those organizations that do not report on funding received and do not return funds advanced in Fiscal 2024 will be ineligible for **any** future support from the agency.

The return of signed Grant Agreements will acknowledge that the organization understands the implications of noncompliance, will comply with all reporting requirements, and will be subject to the penalties noted.

FURTHER QUESTIONS

Initiative allocations are designated by City Council members and administered by DCLA. Please contact your Council member with questions about their designation. Administrative reporting and programming questions should be directed to your organization's assigned program officer via email.

**For organizational use only. Do not submit.**

Below is a list of grant materials that must be submitted in order for DCLA to process your initial payment. Refer to your notification email for deadlines. Submission of the funding materials will be digital this year; physical materials sent to the DCLA administrative address will not be accepted.

Please log in to your account via the DCLA web portal (<https://dclagms.nyc.gov/grants>) and upload all documents as specified by this checklist via the "Initiative Form" section of your FY24 City Council Initiative Grant Tile, accessible via the Dashboard in the DCLA portal.

FOR ALL GRANTEES:

- ONE signed Grant Agreement, with approved signature.
- ONE copy of the Conflict of Interest Disclosure form
- ONE copy of the Doing Business Data Form
- ONE copy of the Lobbying Certification *NOTE: Check [Discretionary Award Tracker](#) for other documents needed to fulfill MOCS requirements*

FOR GRANTEES THAT ARE NEWLY FUNDED:

- ONE copy of the Substitute W-9 Form

FOR GRANTEES WITH AWARDS of \$100,000 or more: (Or if requested)

- ONE copy of documentation for each of the Insurance Requirements listed below if not previously submitted in FY24, and valid until at least one month following submission (photocopies are acceptable):
 - Commercial General Liability Insurance
 - Additional Insurance Endorsement
 - Certification by Insurance Broker or Agent
 - Workers' Compensation AND Disability Benefits Insurance
 - ONE signed Organization Certification TWO signed Individual Certifications