

# CULTURAL DEVELOPMENT FUND FY21 Blank Final Report Form

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**Organization Information:**

- Organization Details

**Projects:**

- Project Summary
- Project 1

**Budget Information:**

- Project Budget

**Certification:**

- Preview / Submit

Applicant's Name:	Dcla0005
AKA:	aks0005
Organization ID (EIN):	11-1111115
Final Report ID:	FY21-FR-036207
Final Report Status:	Initial Draft

## Organization Details

This section includes basic information about the organization related to this Final Report, including contact and award information. Select the "Final Report Primary Contact" from the dropdown list below which includes Active registered users in the organization's Account Profile.

*Labels in Blue Italics = Original Information Entered (CDF Application)*

**Final Report Contact Information:**

Final Report Primary Contact:	<input type="text" value="-Select-"/>
Salutation:	<input type="text"/>
First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
Work Phone:	<input type="text"/>
Email Address:	<input type="text"/>

**Fiscal 2021 Award Information:**

<input type="text" value="Total Final Award:"/>	\$5,000
<input type="text" value="Payment(s) Received:"/>	\$0
<input type="text" value="Reduction(s) Taken:"/>	\$0
<input type="text" value="Final Payment Due:"/>	\$5,000

**General Information:**

<input type="text" value="Using Conduit?"/>	No
	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="text" value="Conduit's Name:"/>	<input type="text"/>

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**NYCULTURE** Online Cultural Development Fund

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## Project Summary

The Final Report should only include information on activities the organization has completed in the grant period and should reflect the scope of the organization's Fiscal 2021 Application or Renewal submission, Application Update Form or [Scope of Services Request for Revision form](#).

Click on the "Project Title" below to begin entering information about each project.

*Labels in Blue Italics = Original Information Entered (CDF Application)*

**Projects:**

Priority	Project Title	Status	Scope Changes
1	<a href="#">PTPro&gt;Title</a>	Incomplete	N/A

**Designation:**

Select one "Discipline" and one "Borough" to describe this Report. For most organizations, borough and discipline designations will be the same as those entered in the Application or Renewal.

Discipline: *Botanical*

Borough: *Manhattan*

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## Supplemental Materials:

In addition to this online form, the Final Report requires the submission of supplemental materials including any applicable templates and background material. For FY20, these documents will be submitted via web link and digital upload online.

Check the boxes below to indicate what type(s) of materials will be submitted to document the funded project(s).

Selected Materials:	<input type="checkbox"/> Press
	<input type="checkbox"/> Flyer/Program
	<input type="checkbox"/> Publication(s)
	<input type="checkbox"/> Images
	<input type="checkbox"/> Educational Material
	<input type="checkbox"/> Other
Other:	<input type="text"/>

## Conflicts of Interest Disclosure:

The Organization hereby represents and warrants that, to the best of its knowledge, information, and belief, neither it nor any of its directors, officers, employees, subcontractors, or outside service providers, has any personal interest, direct or indirect, that conflicts in any manner or degree with the performance or rendering of the cultural public services herein provided. The Organization further represents and warrants that no person having such interest or possible interest has been employed or otherwise retained by the Organization in the performance of the services.

If you are unable to answer "Yes," you must submit the [Conflicts of Interest template](#) with your background materials.

<input type="radio"/> ? Do you certify that the above statement is true and correct?	<input type="radio"/> Yes	<input type="radio"/> No
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## Project Details

In completing the Project Details, it is imperative to review the original project information submitted in the Application or Renewal, or Application Update Form.

Begin by entering the "Actual Project Title" and "Actual Project Description" for this project. The description should include **high level of detail** regarding the activities that actually occurred, including who, what, when, where, how, how many, and how often.

**Do NOT** include or reference any activities outside of the five boroughs of New York City, or dates outside of FY21 (i.e., before July 1, 2020 or after June 30, 2021).

*Labels in Blue Italics = Original Information Entered (CDF Application)*

### General Information:

Original Project Title: *PTProjTitle*

? Actual Project Title:

Original Project Description: [Click Here for Original Description](#)

? Actual Project Description:

### Location/Venue Information:

The Department of Cultural Affairs tracks where cultural activities are taking place throughout the City. Select the actual "Borough(s)" and "Council District(s)" in which this project took place. You may select multiple boroughs and/or council districts. (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.)

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### Location/Venue Information:

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**Be sure to include the boroughs and council districts for all locations/venues for this project in this overall list.**

Borough(s):	<span style="color: #0070C0;">Brooklyn</span> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Bronx  Brooklyn  Manhattan  Queens  Staten Island </div>
Council District(s):	<span style="color: #0070C0;"><a href="#">Click here for Original Council District(s)</a></span> <div style="border: 1px solid #ccc; height: 40px; margin-top: 2px;"></div>

### Location/Venue Listing:

Enter the specific location(s) or venue(s) where this project took place; you may enter up to 25 locations here. If the project took place in more than 25 locations, you must submit the Additional Locations template with your background materials. Make sure to include all locations where the project activities occurred. The borough and council district of every location must also be selected in the Location/Venue Information above.

Location/Venue Name	Street Address	Suite/Apt.#	Borough/District	ZIP Code
---------------------	----------------	-------------	------------------	----------

[➔ ADD NEW VENUE](#)

<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; font-size: 0.8em;">?</span> Location/Venue Name:	<input style="width: 95%;" type="text"/>
Street Address	<input style="width: 95%;" type="text"/>
Suite/Apt.#	<input style="width: 95%;" type="text"/>
Borough:	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.8em;">- Select -</span> <span style="float: right; font-size: 0.8em;">▼</span> </div>
Council District:	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.8em;">- Select -</span> <span style="float: right; font-size: 0.8em;">▼</span> </div>
ZIP Code:	<input style="width: 80%;" type="text"/>

Did this project take place in more than 25 locations? (If so, you must submit the Additional Locations template)

Yes
 No

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## Project Details:

Discipline Code:	<i>Crafts</i>
Start Date of Activity:	<i>03/01/2021</i>
End Date of Activity:	<i>06/01/2021</i>
Did you charge for this service?	<i>No</i> <input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, describe pricing and who paid:	
Range of Charges for this Service: (Minimum \$ - Maximum \$)	
Did you provide discounts?	<i>No</i> <input type="radio"/> Yes <input checked="" type="radio"/> No
If Yes, please describe discount program:	

## Specific Audience:

Enter actual attendance figures for this project. Be sure to review the definitions of Direct and Indirect Recipients before entering the figures.

<input type="text" value="3542"/>
<input type="text"/>

## Age Breakdown:

Break down the "Number of Direct Recipients" among the age categories listed below. The percentage breakdown must total 100%. If this project was not targeted to a specific audience, enter 100% in the "General" category.

<i>Original Ages Selected:</i>	<i>General</i>
Pre-school (%):	<input type="text" value="0"/>
Grades K-5 (%):	<input type="text" value="0"/>
Grades 6-8 (%):	<input type="text" value="0"/>
Grades 9-12 (%):	<input type="text" value="0"/>
Young Adults (%):	<input type="text" value="0"/>
Adults (%):	<input type="text" value="0"/>
Seniors (%):	<input type="text" value="0"/>

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## Ethnicity Breakdown:

If possible, estimate the "Number of Direct Recipients" among the ethnicity categories listed below. The percentage breakdown must total 100%. (Be as accurate as possible in your estimates. If this information is unavailable, do not respond to this question.)

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"/>

## Artist Compensation:

Were artists compensated?  Yes  No

If Yes, explain:

Did artists pay to participate?  Yes  No

If Yes, explain:

## Education Program:

Was this an education program that benefited children in grades Pre-K through 12?  Yes  No

If yes, did any portion of this program take place in NYC public school(s) during school hours?  Yes  No

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## Project Budget

Itemize the **total income and total expenses** for all the funded project(s). Figures entered here may be unaudited but should reflect the most accurate income and expenses known to date. Because this page can be saved only after all Actual Expenses have been entered and match the "Total Project Cost" below, we recommend preparing the figures before beginning this section.

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**Project Costs:**

Project Title	Original Cost (\$)	Actual Cost (\$)	% Diff
PTProjTitle	\$36,000	<input type="text"/>	0%
<b>Total Project Cost:</b>	<b>\$36,000</b>	<b>\$0</b>	

**Earned Income:**

	Original Amt.	Actual Amt.
<input type="checkbox"/> Admissions/Box Office:	\$1,000	<input type="text"/>
<input type="checkbox"/> Contracted Services:	\$2,000	<input type="text"/>
<input type="checkbox"/> Tuition, Class/Workshop Fees:	\$5,000	<input type="text"/>
<input type="checkbox"/> Publications:	\$300	<input type="text"/>
<input type="checkbox"/> Fundraising (Gross):	\$4,000	<input type="text"/>
<input type="checkbox"/> Other Earned Income:	\$3,000	<input type="text"/>
<b>Total Earned Income:</b>	<b>\$15,300</b>	<b>\$0</b>

**Unearned/Non-government Income:**

	Original Amt.	Actual Amt.
<input type="checkbox"/> Corporate Contributions:	\$1,000	<input type="text"/>
<input type="checkbox"/> Foundation Grants:	\$5,000	<input type="text"/>
<input type="checkbox"/> Individual Contributions:	\$4,000	<input type="text"/>
<input type="checkbox"/> Other Unearned Income:	\$500	<input type="text"/>
<b>Subtotal:</b>	<b>\$10,500</b>	<b>\$0</b>



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## Unearned/Government Income:

	Original Amt.	Actual Amt.
? NEA:	\$234	<input type="text"/>
? NYSCA:	\$324	<input type="text"/>
? Other Federal/State:	\$243	<input type="text"/>
? DCLA/Program Services:	\$34	\$5,000
? DCLA/Other:	\$0	\$0
? Other City:	\$324	<input type="text"/>
? Local Arts Councils:	\$324	<input type="text"/>
Subtotal:	\$1,483	\$5,000
Total Unearned Income:	\$2,509	\$5,000
<b>Total Income:</b>	<b>\$3,229</b>	<b>\$5,000</b>

## Expenses:

Enter the actual expenses incurred, and only include expenses related to the reported project(s). Under "DCLA Share," itemize the Total Final Award by budget category to indicate how the funds were spent.

	Original Amt.	Actual Amt.	DCA Share
? Personnel - Administrative:	\$453	<input type="text"/>	<input type="text"/>
? Personnel - Artistic:	\$435	<input type="text"/>	<input type="text"/>
? Personnel - Technical/Production:	\$345	<input type="text"/>	<input type="text"/>
? Outside Professional Services:	\$435	<input type="text"/>	<input type="text"/>
? Space Rentals/Utilities:	\$345	<input type="text"/>	<input type="text"/>
? Equipment Rental/Supplies:	\$435	<input type="text"/>	<input type="text"/>
? Travel/Transportation:	\$35	<input type="text"/>	<input type="text"/>
? Advertising/Promotion/Marketing:	\$453	<input type="text"/>	<input type="text"/>
? Other Expenses:	\$345	<input type="text"/>	<input type="text"/>
Total Expenses:	\$3,281	\$0	\$0
Surplus/Deficit:	\$0	\$5,000	

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**Budget Notes:**

Other Sources of Income and Expenses

(Provide details for the following fields: Contracted Services, Other Earned Income, Other Unearned Income, Other Federal/State Income, DCLA/Other Income, Other City Income, Local Arts Councils, Outside Professional Services, and Other Expenses.):

^

v

Unearned Income Sources and Amounts:

^

v

? In-kind Support for FY21:

Specify the sources for the amount shown as In-kind Support:

^

v

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**PRINT PREVIEW**

Applicant's Name:	Dcla0005
AKA:	aks0005
Organization ID (EIN):	11-1111115
Final Report ID:	FY21-FR-036207
Final Report Status:	Initial Draft

## Draft Preview & Submit

Review every section of the Final Report thoroughly for accuracy and completeness before submission. **Any required missing fields are identified with "Required" in red below.** You may click on the section names within the index to jump to different sections of the Final Report. The "Print Preview" button opens a printer-friendly version of this report. The Final Report must be certified before submission.

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