

Below is a list of Supplemental materials that must be submitted in addition to the online Application form for your Application to be considered **COMPLETE**. All Supplemental Materials must be submitted as PDF documents using the [FY22 CDF Application Supplemental Materials Form](#):

- Background materials: one PDF file (up to 10 pages) of documents that establish your organization's arts and cultural public engagement over the past two years, such as programs, flyers, and other marketing materials.
- A copy of each of the applicable financial documents for FY19 based on your organization's FY19 operating income (this should be for the Fiscal Year *ending* in 2019, i.e. July 1, 2018 – June 30, 2019):

Under \$50,000: IRS 990-N (postcard)** **AND** Signed Treasurer's Statement (on the [DCLA template](#))

\$50,000 or over but less than \$250,000: IRS 990

\$250,000 or over but less than \$750,000: IRS 990 **AND** Independent Accountant's Review

\$750,000 or over: IRS 990 **AND** Audited Statement

**Note that while the IRS will accept the 990-N e-postcard, the NY Charities Bureau does not accept the 990-N for its annual reporting purposes. An organization in this position should consider filing a Form 990-EZ with the IRS to avoid issues with its Charities Bureau filing.

- A copy of IRS 501(c)(3) determination letter (see requirements below for organizations using a fiscal sponsor/conduit)

For organizations selecting Social/Multi-Service, Religious or Educational as an Organizational Code:

- A full organizational budget completed using the DCLA [budget template](#)

For organizations using a fiscal sponsor/conduit:

- A copy of proof of incorporation in New York State. Acceptable forms of documentation include NYS incorporation certificate, and Board of Regents Charter under 216 of the State Education Law
- A letter from the fiscal sponsor indicating that it has agreed to act as a fiscal sponsor for DCLA's Fiscal 2022 CDF Application. This letter must be dated January 1, 2021 or later.
- A copy of the fiscal sponsor's IRS 501(c)(3) determination letter (in lieu of the applicant organization's IRS 501(c)(3) letter)

Supplemental Materials may be submitted via the [FY22 CDF Application Supplemental Materials Form](#) by the FY22 Annual CDF Application Deadline at **5:00PM (EST) on Monday, April 12, 2021**. Late submissions will not be accepted.