

**Applicant Organization's Legal Name:** \_\_\_\_\_

**Organization ID (EIN):** \_\_\_\_\_

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 fit into an envelope no larger than 12"x15" and include:

- TWO copies of recent, relevant background material (see [Instructions](#) for suggestions)
- ONE copy of each of the applicable financial documents for FY17 based on your organization's FY17 operating income (this should be for the Fiscal Year *ending* in 2017, i.e. July 1, 2016 – June 30, 2017):

**Under \$50,000:**  IRS 990-N (postcard)\*\* **AND**  Signed DataArts Annual Report

**\$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.

- ONE copy of IRS 501(c)(3) determination letter (see requirements below for organizations using a fiscal sponsor/conduit)
- ONE copy of DCA CDF Funder Report for DataArts (formerly known as the Cultural Data Project) with complete FY17 information
- ONE copy of the organization's Funding Plan on [template](#) provided by DCA
- ONE copy of the full Board List on [template](#) provided by DCA

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

- ONE copy of the full organizational budget completed on the [budget template](#) provided by DCA

***For organizations using a fiscal sponsor/conduit:***

- ONE 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

- ONE copy of a letter from the fiscal sponsor indicating that it has agreed to act as a fiscal sponsor for DCA's Fiscal 2020 CDF Application. This letter must be dated January 1, 2019 or later
- ONE 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:**

**HAND DELIVERY** to the Department of Cultural Affairs offices at 31 Chambers Street during business hours (9:00am – 5:00pm) on weekdays prior to the deadline, but no later than 11:59pm on February 11, 2019. From 10am to 2pm on that date, Supplemental Materials may be submitted to a designated Borough Drop-Off Satellite Location (see the [Instructions](#) for more information).

--OR--

**MAIL**, taking into account that documents must be RECEIVED BY February 11, 2019.

**Supplemental materials must be  
addressed to:**

**NYC Department of Cultural Affairs  
FY20 CDF SUPPLEMENTAL MATERIALS  
31 Chambers Street, 2nd Floor  
New York, NY 10007**