OVERVIEW

The Department of Cultural Affairs (DCLA) is pleased to announce the Fiscal Year 2022 Cultural Development Fund (FY22 CDF) for New York City nonprofit arts and cultural organizations. The CDF Application consists of two parts:

- An online form to be completed and submitted on the DCLA website.
- Required Supplemental materials submitted via online form.

Both must be received no later than Monday, April 12, 2021 at 5:00 PM (EST).

Remember: A complete Application that is eligible for funding must include Supplemental materials. There will be no exceptions to the April 12 deadline, and organizations that fail to submit both the online Application and Supplemental materials by the deadline will be ineligible for funding in FY22. Consult page 29 of the instructions to determine your required Supplemental materials.

CITY COUNCIL AND INITIATIVE FUNDING

FY22 Applicants without an existing renewal commitment will not be eligible for competitively-awarded CDF funds in FY22. However, the opportunity remains open to all qualified organizations to submit an FY22 CDF application in order to be eligible for City Council discretionary funds administered by DCLA, such as Council Initiatives like the Cultural After-School Adventure Program (CASA) and the Cultural Immigrant Initiative. Additionally, as in years past, these applicants may be considered for potential additional one-time funds (as available) if they meet criteria for service in target communities.

Organizations seeking discretionary support to be administered through the Department of Cultural Affairs for the provision of cultural services must submit the FY22 CDF application, which must include services for which an organization is seeking discretionary support. These programs must meet the programmatic eligibility requirements for the CDF and be responsive to the fund’s priorities and criteria as described below.

PROPOSAL OVERVIEW

DCLA will consider proposals in every cultural discipline and from every area of New York City for services that take place within the five boroughs and within the City’s FY22 (July 1, 2021 – June 30, 2022).

The fundamental requirement for all proposals is that they represent a cultural activity of recognized quality that is accessible to the public. Funded services can be as different as the organizations providing them, but they will all have a common commitment to public service and public participation.

Types of services for which DCLA awards funds to: The following are examples only of the kinds of services that DCLA has funded, and by no means represent the entire range of possible services:
Public Access:
  - Programs for culturally underserved populations
  - Lecture-demonstrations and workshops
  - Open rehearsals
  - Maintenance and subsidies of low admission prices
  - Free or discounted activities or events
  - Subsidized venue rentals for rehearsal or performance space

- Creation of new work and/or restoration of existing work, for public presentation within the fiscal year
- Educational programs in public schools or at other sites
- Community-based arts activities
- Services that assist New York City's artists and arts organizations
- Training programs for artists and arts educators

All of the examples above can be offered in person or via a digital platform. Organizations must propose one project for support in their Application. If awarded funds, this project will form the scope of service in the agreement between the applicant organization and DCLA.

ELIGIBILITY REQUIREMENTS

Applicants must be:
- Nonprofit arts and cultural organizations with a primary administrative address and operations in any of the five boroughs of New York City;
  - We determine an organization’s primary administrative address by reviewing submitted documentation, including forms 990, and 501c3 letter, as well as publicly available documentation such as organization websites.
  - If your materials do not meet these requirements, your application will be considered ineligible for this Fiscal Year. Future applications may be considered eligible once all residency requirements are satisfied.
- Incorporated as a nonprofit in New York State as of the organization’s Fiscal Year ending in 2019
  - Organizations whose incorporation dates are in their FY20 or FY21 will not be eligible to apply during this cycle. In this case, organizations must wait until they have a two-year history to apply.
  - Organizations whose incorporation filings were outside of NYC will be required to submit a Certificate of Foreign Authority from the NYS Department of State.
- Compliant with annual State and Federal filing requirements for nonprofit organizations, including Charities Bureau filings;
- In possession of a Federal Employee Identification Number (EIN) unique to the organization;
- Currently certified tax exempt under Internal Revenue Service Code Section 501(c)(3). Incorporated nonprofits without 501(c)(3) status may apply using a fiscal conduit that is incorporated in New York State and approved by DCLA;
- Able to demonstrate at least two years of cultural public service in New York City prior to applying for DCLA funding, as substantiated by the required financial documents and proof of programmatic activity for the organization’s Fiscal 2020 and 2021.

Applicants cannot be:
- Individual artists (DCLA provides funds to arts councils in all five boroughs for grantees to individual artists as well as arts organizations);
- Organizations receiving funding through DCLA’s Cultural Institutions Unit (CIGs);
- Organizations that have not complied with DCLA’s previous reporting requirements.
Proposed services in this application cannot include:
- Activities taking place outside New York City’s five boroughs;
- Activities taking place outside the City’s Fiscal Year 2022 (July 1, 2021–June 30, 2022);
- Fundraising events and receptions;
- Construction or renovation of facilities, including the purchase of equipment;
- Activities funded by a City Council Initiative administered by DCLA (e.g., CASA, CTC, Cultural Immigrant Initiative, SU-CASA, Anti-Gun Violence);
- Religious activities or programs with religious content;
- Lobbying or government advocacy efforts.

DCLA does not routinely fund:
- Programs of City, State or Federal public agencies;
- Libraries or degree-granting institutions, including schools, colleges, and universities. Organizations that are closely affiliated with such institutions should contact DCLA prior to submitting an Application and may be asked to provide additional information. These Applicants will be examined on a case-by-case basis to determine eligibility.
- Organizations with a primary mission other than arts and culture. Organizations such as social and/or multi-service, educational, or religious organizations, for which cultural activity is not a primary purpose, will be considered eligible only if they have a longstanding record of successful delivery of arts and cultural services. Consideration for such organizations will be determined by the cultural component of their Fiscal 2019 operating income. Such organizations will be asked to provide the following in order to be considered eligible:
  - Proof, in the form of Supplemental materials and a Previous Years’ Activities list, of a longstanding commitment to and history of cultural activity with demonstrated in-depth programming of artistic quality that is accessible to the general public; and
  - Written documentation regarding annual filing exemptions, if applicable.

All Applicants are encouraged to contact the Program Services Help Desk at cdfhelpdesk@culture.nyc.gov with questions pertaining to eligibility well in advance of the April 12 deadline.

PROPOSAL PROCESS

Any arts or cultural organization interested in receiving funding from the Department of Cultural Affairs during FY22 (July 1, 2021 - June 30, 2022) must complete the online Application form and submit Supplemental materials. The Application form and Supplemental materials must be submitted online no later than April 12 at 5:00PM (EST).

Upon submission of the online portion of the Application, organizations will receive automatic confirmation of submission and a unique Application number via email. If you did not receive this confirmation email, your Application has not been successfully submitted. Once the required Supplemental materials are received by DCLA, Applications will be reviewed for completeness and organizations will be sent confirmation of their completeness status as soon as both portions of the Application have been processed. Program Specialists will confirm status in the following weeks after the submission has been received.

Starting in FY22, applicants are no longer required to complete and submit a data profile and report via SMU DataArts, as they would have in previous years. However, DCLA continues to recommend that arts and cultural organizations participate in the data collection and engage with the platform to have access to the many different reports and services offered by SMU DataArts. For more information
about SMU DataArts, visit www.culturaldata.org. Note: The CDF Funder Report is generated from the Cultural Data Profile, but is a separate document. If you have questions about this contact the SMU DataArts Support Center at 877-707-3282 or help@culturaldata.org.

All organizational, financial, and programmatic qualifications listed below must be met by any organization seeking CDF funding:

**Organizational Qualifications:** Applicants must:
- Meet the eligibility requirements noted above;
- Demonstrate fiscal responsibility and administrative competence;
- Be of recognized quality in the discipline within which it operates for the service being proposed.

**Financial Requirements:** Based on its Operating Income for the Fiscal Year ENDING in 2019, the organization must provide the following financial documentation:
- Under $50,000: FY19 IRS 990-N Postcard** and Signed Treasurer’s Statement on the template provided by DCLA;
- $50,000 or over but less than $250,000: FY19 IRS 990;
- $250,000 or over but less than $750,000: FY19 IRS 990 and FY19 Independent Accountant’s Review (IAR);
- $750,000 or over: FY19 IRS 990 and FY19 Audited Financial Statement.

** Note that while the IRS will accept the 990-N 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.

In some instances, DCLA may require an audited statement from organizations with lesser budgets. Any organization that can claim exemption from required financial documentation must submit written evidence of such along with their Supplemental materials.

**Note:** If the mailing address on any of the financial documentation is outside NYC, the organization must also provide a letter confirming that the organization is located in NYC and explaining the reason for the discrepancy.

**Program Qualifications:**
- Project must include as a principal goal a demonstrable cultural activity of recognized quality that is accessible to the public;
- The proposal must be clearly stated and contain measurable goals that can be evaluated during and at the end of the award term;
- Proposals must be within the organization’s artistic/cultural, administrative and fiscal capabilities;
- Project budget must include diverse financial resources. DCLA cannot fund more than 75% of each project budget. A funding mix that includes foundation and corporate support, other government support, private contributions, cash, and earned income (where appropriate) is desirable;
- The project you propose should serve the public or your constituency, not the applicant organization (do not request support for expenses that are essentially general support or internal capacity building). However, if awarded funding, as long as the public services are delivered as described, the organization can use its CDF funding to cover any operating costs (such as staff salaries, space rental, etc.) other than capital expenditures, fundraising, or government advocacy efforts;
- Artists’ fees should be of a level consistent with a professional wage.
SUPPLEMENTAL MATERIALS

Supplemental materials will be submitted online for FY22 applications. Hard copy submission of any kind will not be accepted.

Required documents include items that establish an organization’s cultural public engagement in New York City over the past two years (such as flyers and marketing materials). Refer to the Supplemental form submission link on the DCLA website for more information about how to format your materials.

PRIORITIES AND CRITERIA

First and foremost, DCLA requires that all CDF-funded projects be accessible to the public. The participants or audiences you serve – whether the general public, students, arts professionals, seniors, or another audience particular to your organization’s programs – must be able to access your programs within New York City during the FY22 grant period.

PRIORITIES FOR FUNDING

DCLA has identified these as the focus of support. An applicant’s proposed services need not meet all of the priorities listed, but should align with at least one. Note that these priorities are not themselves prioritized, and the examples given below each are not all-inclusive:

Artistic Dialogue
- Forum for new or previously created works to be presented
- Support of critical dialogue
- Works that engage multiple genres or disciplines

Preservation
- Of New York City’s rich cultural heritage
- Of the cultures of New York’s diverse populations
- Of historic artifacts or sites relevant to New York City
- Of reference materials and documentation of a discipline

Audience Development
- Outreach to new audiences
- Increased access to programming
- Cross-cultural programming

Public Access
- Breadth or depth in delivery of programming
- Non-traditional audiences
- Free arts programming

Education
- Ongoing and/or sequential arts programs for children, youth or other targeted audiences
- Cultural activities in schools, including programs that are curriculum related
- In-school artists’ residencies
- Arts programs for children at cultural organizations

Services to the Field
- Services to the creative community
- Professional training within a discipline
- Maintenance of entry-level avenues
- Support for the creation of new work
- Services to organizations serving a discipline
- Services in support of institutional stability and development

ORGANIZATIONAL CRITERIA (organizations should demonstrate all)

Organizational Capacity and Responsibility
- Reliability
- Accountability
- Professionalism
- Fiscal Stability

Impact
- On the recipients of the service
- On the field

Excellence
- Artistic
- Organizational

Uniqueness of the Service
- To the discipline, community, neighborhood, and/or the City
Organizations with a primary purpose other than arts and culture will be considered based on the operating income for the cultural component of their activities for the Fiscal Year ending in 2019. DCLA staff may contact an organization to confirm or suggest changes to an organization’s selected borough and/or discipline.

**Though there will be no panel review process for FY22 CDF, it is necessary for your organization to complete the CDF application in order to be eligible for City Council discretionary or initiative funds.**

**CITY BUDGET PROCESS & DISCRETIONARY or MEMBER ITEM SUPPORT**

Each year, the Mayor issues a Preliminary Budget in January as one of the first steps in the City’s annual budget process. The Preliminary Budget contains proposed allocations for each agency, including the Department of Cultural Affairs, listed in summary form. Following public hearings before the City Council and the Borough Presidents, the Mayor’s Executive Budget is issued in late April. Thereafter, additional public hearings are held before the City’s elected officials. The final budget is then adopted by the City Council in June, signed into law by the Mayor and certified by the Comptroller and City Clerk.

During the Adoption process, members of the City Council may designate cultural organizations for support. Such support, known as discretionary or Member Item support, is usually allocated through DCLA’s budget when it is for cultural activities. Discretionary allocations are for one year only. **Organizations seeking or receiving City Council discretionary support in FY22 must submit a CDF Application by the April 12 deadline,** unless for FY22 they are in a renewal year of a multiyear CDF grant. In addition, organizations must have submitted a Discretionary Funding Application on the City Council website by February 16, 2021. The projects for which such discretionary support is sought must be the same as those in the CDF Application. Contact the Council Member in the district where you are providing services to learn about the additional requirements that apply to this funding.

Organizations awarded discretionary support at Adoption for the provision of cultural services will be notified of this funding in their FY22 award letters. These discretionary allocations will be incorporated into the applicant organization’s FY22 CDF grant Agreement. Funds will not be disbursed until the City’s budget has been reconciled and the Agency has confirmed that the organization is compliant with City requirements.

Note that DCLA also administers several separate City Council Initiatives – including Cultural After-School Adventures (CASA), Cultural Immigrant Initiative, and other initiatives designated by the Council. **To be eligible for any of these specific initiatives, an organization is required to submit a complete FY22 CDF Application by the April 12 deadline** as well as the Discretionary Funding Application on the City Council website by February 16, 2021.

**GRANT ADMINISTRATION AND LEGAL GUIDELINES**

When an organization is allocated funds, DCLA prepares a grant Agreement with the organization based on the proposal for public service submitted by the organization. A person from the organization who has signatory authority then signs the grant Agreement. All groups receiving City support through DCLA must comply with all pertinent City, State and Federal legal requirements, and DCLA will notify organizations separately of particular, applicable regulations. In addition, every funded organization should comply with the following requirements:
**Insurance:** Funded organizations that receive grants of $100,000 or more are required to carry Commercial General Liability (“CGL”), Workers Compensation, and Disability Benefits insurance, and to specifically name “the City of New York, including its officials and employees” as an additional insured (CGL policy and Additional Insured Endorsement only). Such funded organizations are required to submit upon request certificates of insurance for such policies, a certification of insurance broker or agent (CGL policy only), and an additional insured endorsement (CGL policy only). Note: Such a funded organization’s CGL policy naming “The City of New York, including its officials and employees” as an additional insured must be in effect for the entire grant term, July 1, 2021 to June 30, 2022. By submitting an Application for a Cultural Development Fund grant, the Applicant, if funded by a grant of over $100,000, agrees to comply with this requirement, unless a written waiver is provided by the Commissioner.

**Americans with Disabilities Act Compliance:** Every funded organization is expected to comply with the Americans with Disabilities Act (ADA), passed in 1990.

**CREDIT**

All programs, brochures, flyers, posters, announcements or similar matter relating to services funded by DCLA are also 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.”

All funded organizations are required to use DCLA’s logo; upon notification of an award, groups may request the logo on DCLA’s website: [https://www1.nyc.gov/site/dcla/about/logo-request-form.page](https://www1.nyc.gov/site/dcla/about/logo-request-form.page). Note: DCLA’s logo was updated in FY18. Funded organizations are required to use the updated logo.

In addition to the logo and credit line stipulated, any printed list of contributors to a program or service funded by DCLA is required to include the “New York City Department of Cultural Affairs” in the applicable alphabetical and/or contribution category list.

**PAYMENT**

Every grant Agreement includes a payment schedule that is based on the services provided and associated costs. Most organizations will receive up to 80% of the total award as an initial payment once compliant with City funding requirements.

Funds will not be available until after the start of FY22, when the City’s budget is adopted. Notification of the outcome of the funding process will be sent after the start of the grant period. All funded organizations are expected to move forward with their projects regardless of the dates of notification and first disbursement of funds.

Final payment is based on submission and agency approval of a Final Report which includes an online form as well as supporting documentation. If the City budget demands, reductions may be taken against final payments.

Every organization must report on its use of public funds provided by DCLA according to a schedule established by and on the reporting forms required by the agency. Organizations that do not comply with reporting requirements in a timely manner may lose current-year funding and be ineligible for future funding.

While Applicants must apply for project-related public services (rather than general operating
support), funds received can be allocated to any operating costs (such as staff salaries, space rentals, etc.) other than capital expenditures, fundraisers, or government advocacy efforts, as long as the projected services have been delivered as described.

**PERFORMANCE EVALUATION**

Because DCLA awards public funds, the expenditure of those funds is required by law to be monitored to assure funds are being spent in accordance with the terms of the grant Agreement. Information regarding upcoming activities should be provided to the Program Services Unit on a regular basis and Program Services staff should be extended an invitation to view the work. Organizations may also be required to provide additional information after the Application has been submitted. The organization’s prior performance record may be a determining factor when considering future funding.

**LEGISLATIVE NOTIFICATION**

We urge each organization to keep its elected and appointed representatives in City government informed of its activities. The City Council, the Borough Presidents, and other elected officials are critically important to the process of funding cultural organizations. In addition, each of the 59 Community Boards plays an advisory role both in the City budget process and in the coordination of municipal services. Since organizations are offering municipal services through their proposals, and since DCLA’s budget is established through the same process as that of all City agencies, DCLA suggests that copies of this proposal be given to the Council persons, Borough Presidents, and District Managers of the Community Boards representing the districts and boroughs that the organization serves. Contact information for all elected officials can be found on the City’s website, [www.nyc.gov](http://www.nyc.gov).

**FURTHER QUESTIONS**

Inquiries regarding the funding process are answered at seminars conducted by DCLA. Applicants are strongly urged to attend a webinar, especially if the organization is a new applicant or if a new staff member will be working on the Application. If you are unable to attend, please note that a recorded webinar will be made available on our website.

If you have any questions about accessing materials regarding the CDF application, you can contact your program specialist directly via email, or [cdfhelpdesk@nyc.culture.gov](mailto:cdfhelpdesk@nyc.culture.gov) if you do not yet have an assigned program specialist. Please contact DCLA’s Disability Service Facilitator at [scobb@culture.nyc.gov](mailto:scobb@culture.nyc.gov) for Word versions of any resource document.

Further inquiries can be made by contacting the Department of Cultural Affairs’ Program Services Help Desk at [cdfhelpdesk@nyc.culture.gov](mailto:cdfhelpdesk@nyc.culture.gov).