

The Department of Cultural Affairs (DCLA) is pleased to launch the fiscal year 2023 (FY23) Cultural Development Fund (CDF) grant application for New York City not-for-profit arts and cultural organizations.

In FY23 DCLA will institute reforms after a multi-year review of the CDF process, largely unchanged since 2008. DCLA’s research and review have been conducted through an equity lens, specifically focused on increasing access and inclusion.

The CDF application consists of two parts, both of which can be found on the [Applying page](#) of the DCLA website:

- Part I: Organizational, project, budget, and detail sections
- Part II: Additional narrative questions and required supplemental materials

**Both parts must be received no later than Monday, May 16, 2022 at 5:00 PM (ET).
There will be no exceptions to this deadline.**

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ACCESSIBILITY

Applicants with disabilities may seek support accessing the application by contacting DCLA’s Disability Service Facilitator Sara Cobb at scobb@culture.nyc.gov.

TECHNICAL ASSISTANCE

Applicants can contact their DCLA program officer via email with questions about the FY23 application. New applicants without an assigned program officer may contact the Department of Cultural Affairs’ Program Services Help Desk at cdfhelpdesk@culture.nyc.gov. Applicants are strongly urged to [register to attend](#) a public webinar. The first webinar will be recorded, captioned, and made available on our website. A schedule of office hours will be publicized after the application launch for applicants with remaining questions.

Applicants experiencing technical difficulties with the online forms should review the [CDF Technical \(IT\) Support](#) form.

FY23 CULTURAL DEVELOPMENT FUND GOALS AND REFORMS

DCLA has established the goals below to better serve our constituents. In FY23 the CDF application process will include reforms to support these goals; some changes were piloted in fiscal years 2021 and 2022.

GOAL: To invest in organizations that prioritize equitable practices

- While the CDF will continue to broadly fund cultural public services as its core, the updated criteria used to evaluate those proposed services seek to elevate organizations working in and supported by historically marginalized communities, as well as those that demonstrate the application of an equity lens to their own work and organization.
- Applicants will be asked to demonstrate the organization's commitment to access, equity, and inclusion throughout the application; evaluative criteria and application questions have been revised to encourage efforts toward equity-forward practices.

GOAL: To provide stability for grantees, especially smaller organizations

- As of FY23, the minimum award will increase from \$5,000 to \$10,000.
- The number of budget categories will increase from two to five, allowing for greater specificity in funding amounts, and minimum award thresholds will increase across the board.
- All applicants will be eligible to apply for a three-year funding commitment following successful completion of a single award cycle, regardless of budget size, providing longer term stability and giving these groups the ability to plan.

GOAL: To reduce barriers to participation for eligible applicants by streamlining the application process

- As of FY22, DCLA removed the requirement that organizations complete the SMU DataArts Cultural Data Profile, reducing the administrative requirements of the CDF application.
- For FY23, all materials will be submitted entirely online, with technical assistance available to all applicants to help with this new submission process. There will be no hard copy materials submission, removing geographic challenges related to a delivery deadline.
- For FY23, the application will allow for a single project proposal per application, rather than up to five projects previously available, to reduce the administrative load on applicant organizations. Within the one project, organizations can propose and describe one or multiple programs they plan to offer to the public.

GOAL: To invite a broad and representative cross-section of our community to participate in decision-making

- For FY23, panelist recruitment will expand to include most staff categories, board members and cultural workers in a variety of roles.
- For FY23, stipends for panelist participation will increase.
- For FY23, panels will be virtual to increase access for participants and decrease the time commitment required.
- During FY23, DCLA will develop a Panelist Advisory Committee to increase community participation in the panelist selection process as well as expanded panelist training and orientation in future cycles.
- Voluntary demographic information collected as part of the FY23 panelist nomination process will help inform panelist composition and outreach in future years.

GOAL: To increase transparency in the Cultural Development Fund process

- DCLA will formalize the panelist evaluation rubric and share this information with applicants, providing insight into how application scores are determined.
- Awards will be determined after DCLA's budget is confirmed post-Adoption (on or around July 1) to allow for more efficient and equitable funding allocation.
- Applicants' scores will be the primary determinant of any funding allocated above the minimum award in each budget category.

ORGANIZATIONAL ELIGIBILITY

Eligible organizations will be:

- Either a not-for-profit arts and cultural organization or a not-for-profit organization for which arts and culture is a component of a broader mission. The latter organizations, which include social service, religious, and educational institutions, must demonstrate at least a two-year record of successful delivery of arts and cultural services in New York City.
- Able to demonstrate residency in New York City. Organizations are expected to demonstrate programmatic operations as well as a primary administrative address in any of the five boroughs. The primary administrative address is determined by the organization's IRS 990 and 501(c)(3) letter, as well as publicly available information.
- In possession of a unique Federal Employee Identification Number (EIN).
- Currently certified as tax exempt under Internal Revenue Service Code Section 501(c)(3); applications will also be accepted from incorporated nonprofits using a tax-exempt fiscal sponsor that is incorporated in New York State and pre-approved by DCLA.
- Incorporated in New York State as of the organization's fiscal year with an end date in 2020.
- Compliant with annual State and Federal filing requirements for nonprofit organizations, including New York State Charities Bureau filings.

The following entities are **not eligible** to receive CDF funds:

- Individual artists
- Members of DCLA's Cultural Institutions Group
- Programs of City, State or Federal agencies
- Libraries or degree-granting institutions, including schools, colleges, and universities; organizations that are affiliated with such institutions should contact DCLA prior to applying to determine eligibility
- Organizations without a history of providing services in arts and culture
- Organizations that are not in compliance with DCLA's previous reporting requirements

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 application deadline.

SUBMITTING A COMPETITIVE PROPOSAL

The Cultural Development Fund supports services in every cultural discipline. The participants or audiences for these services – whether the general public, students, arts professionals, seniors, or another audience particular to the applicant organization's programs – must be able to access proposed programs in New York City during the FY23 grant period (July 1, 2022 to June 30, 2023).

Organizations must propose one project for support in their application in FY23. If awarded funds, this project will form the scope of service in the agreement between the applicant organization and DCLA.

Competitive proposals will:

- Demonstrate cultural activity of recognized quality
- Provide a high level of detail in the narrative sections that is responsive to the evaluation criteria
- Demonstrate the organization's commitment to access, equity, and inclusion throughout the application
- Contain specific and measurable goals
- Be within the organization's artistic/cultural, administrative, and fiscal capabilities
- Include a budget showing diverse funding streams; a mix of individual donations, earned income, foundation and corporate support, and other government support (where appropriate) is encouraged
- Demonstrate artists' fees at a level consistent with a professional wage

PROJECT QUALIFICATIONS

DCLA has identified the following priority areas of focus for its support. An applicant's proposed services need not meet all areas listed but should align with at least one. Note that the examples given below are not all-inclusive:

Artistic Dialogue

- Forum for new or previously created works for public presentation during the grant period
- Support of informed public discourse
- 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 reference materials and documentation of a discipline

Services to the Field

- Services to the creative community
- Professional training within a discipline
- Paid entry-level professional opportunities
- Supportive services to organizations serving a discipline

Education

- Ongoing and/or sequential arts programs for children, youth, or other targeted audiences
- Cultural activities in schools, including programs that are related to curricula
- In-school artists' residencies
- Arts programs for children and adult learners at cultural organizations

Accessible Public Programming

- To historic artifacts or sites relevant to New York City
- Breadth or depth in delivery of programming
- Inclusive practices for audience and communities
- Reduced barriers to access

Proposed services in this application **cannot** include:

- Any activities funded by a City Council Initiative administered by DCLA (e.g., CASA, CTC, Cultural Immigrant Initiative, SU-CASA, Anti-Gun Violence)
- Fundraising events and receptions
- Construction or renovation of facilities, including the purchase of equipment
- Religious activities or programs with religious content
- Lobbying or government advocacy efforts

The fundamental requirement for all proposals is that they represent a cultural activity of recognized quality that is offered 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 in the arts.

PANEL REVIEW CRITERIA

CDF applications will go through a competitive panel review during spring and summer of calendar year 2022. Proposals are reviewed by peer panelists with current expertise in arts and culture in New York City.

Applications will be evaluated based on the following organizational and programmatic qualifications:

Organizational Accountability (40% of score)

The organization demonstrates accountability, sustainability, and the capacity to provide cultural programs that are realistic and relevant to its mission, focus, and audiences served. Evidence may include:

- Responsible and responsive planning, administration, and fiscal stability
- Financial planning and management appropriate to the organization's size and maturity
- Inclusive practices, including evidence of efforts to recruit, retain, and fairly compensate a diverse board, staff, and leadership
- Previous service delivery experience that supports the case for proposed project services in FY23

Public Service & Impact (45% of score)

The organization provides arts and/or cultural programming in the five boroughs of New York City during the grant period with consideration toward accessibility, affordability, and equity. The organization provides detail on the intentional effect of its cultural programming on the recipients of the service in alignment with its stated goals.

Evidence may include:

- Programming that results in increased arts and cultural exposure
- Accessible public cultural programs considerate of timing, locations, facilities, and other resources (virtual, etc.) that are clearly communicated to its audience
- Explicit efforts to engage and develop audiences for its arts and culture projects across socioeconomic backgrounds, neighborhoods, communities, cultures, and individuals
- Relative affordability of cultural programming including tools to reduce financial barriers, including discounts, scholarships, or sliding scale options
- Demonstrable investment in the cultural ecosystem where programming takes place
- Focus on perspectives and communities that have been historically under-resourced due to systemic constraints

Quality (15% of score)

The organization demonstrates evidence of quality in the execution of its arts and cultural programs. Consideration is informed by a relative level of standard that is appropriate to the participants in those disciplines and genres, and not in comparison to any single standard of excellence. Evidence of this may include:

- Expertise and experience of the program providers (artists, educators, speakers)
- Comprehensive exploration of artistic disciplines, genres, and forms of cultural preservation
- Ongoing creative collaborations with organizational partners
- Demonstrable desire for the programming by audience members and/or participants
- Innovative or unique approaches to programming
- Partnerships that foster community engagement and cultural collaboration
- Acknowledgement of historic cultural heritage related to art form/discipline, specifically if associated with systemically disenfranchised communities

FUND ALLOCATION

The minimum awards in each budget category are below; the maximums in each budget category will be established once DCLA’s FY23 budget has been adopted. Like the minimum awards, maximums will be established with a larger proportional investment in smaller organizations.

An organization’s award will be determined as follows:

1. Panelists will score each application using the three weighted criteria listed in these guidelines. Panels will generate a final average score for each proposal after facilitated review.
2. After DCLA’s FY23 budget is adopted, available funding will be used to determine a percentage of all applicants funded. DCLA intends to maintain its practice of funding a high percentage of applicants.
3. All funded grantees will be awarded the minimum allocation in their award category plus additional funding determined by their score. Additional funds may be added according to agency priorities post-adoption, including for targeted funding sources such as the Language Access Fund (LAF) and Disability Forward Fund (DFF). All awards will be adjusted to available funding.

FY20 Operating Income	FY23 Minimum Award
< \$25,000	\$10,000
\$25,000 - \$99,999.99	\$10,000
\$100,000 - \$499,999.99	\$15,000
\$500,000 - \$2,999,999.99	\$30,000
> \$3,000,000	\$50,000

Each applicant must include a request amount as part of the proposed project budget. Applicants with FY20 operating income under \$25,000 will be eligible only for a \$10,000 award and should request that amount in the project budget.

Other organizations’ request amounts should reflect a reasonable investment in the proposed project that makes sense within the context of the organizational budget. DCLA cannot fund more than 75% of the total cost of a project. To be competitive for funding, the “Total Request Amount” should exceed the minimum award in each budget category above. We recommend applicants request between 1x and 2x the minimum award amount in your FY20 budget category.

CDF funding is to be used to pay expenses incurred in performing the services described in the application. These costs can include programmatic operating expenses such as staff salaries, space rentals, or insurance costs.

Organizations seeking both CDF and City Council Member Item support should include the combined expected Member Item and CDF funding in their project narrative and request amount. More information about Council funding can be found in Appendix C of these guidelines.

SINGLE AND MULTI-YEAR AWARDS

Applicants without an FY22 CDF baseline award will be eligible for a single-year award. All other organizations will be eligible for three-year commitments, with renewal applications required in the years between competitive applications.

All existing multi-year awards end in FY22. In FY23 grantee organizations will be assigned to cohorts as we establish multi-year cycles. Applicants who receive a FY23 CDF grant will learn the timing for their next competitive application (1 year, 2 years, or 3 years) as part of award notification.

Organizations that receive multi-year support based on their FY23 CDF application must comply with DCLA’s annual reporting protocols to receive funds in future years. Renewal is contingent upon the submission of a complete and eligible renewal application as well as funds available. Renewal applications will not be peer-reviewed in subsequent years of a multi-year award but should otherwise be similar in scope to the competitive application to establish renewed organizations’ services during the proposed fiscal year. Renewal award amounts in future years are determined by the original year’s award amount with fluctuations in DCLA’s and the City’s budget reflected.

SUBMITTING A COMPLETE APPLICATION

The CDF application consists of two parts, both of which can be found on the [Applying page](#) of the DCLA website. Both parts must meet the FY23 CDF application deadline at 5:00PM (ET) on Monday, May 16, 2022. Late submissions will not be eligible for funding. DCLA will not accept any hard-copy supplemental materials in FY23.

Gather the documents below to submit in Part II of the CDF application:

Background Materials

One PDF file (up to 10 pages) of documents that establish your organization’s arts and cultural public engagement over at least the past three years, such as programs, press, marketing materials, letters of recommendation, curricula, and biographies. This submission will be shared with panelists and will contribute to their evaluation of the proposal.

IRS 501(c)(3) Letter

A copy of IRS 501(c)(3) determination letter. The address on this letter will be used to determine New York City residency.

Filing and Financial Documents

A copy of each of the applicable financial documents for your organization’s fiscal year ending in 2020, e.g. July 1, 2019 – June 30, 2020 or January 1, 2020 – December 31, 2020. Note that the addresses on these documents will be used to determine New York City residency.

FY20 Operating Income	Federal Documentation	Financial Statement	Notes
Under \$50,000	FY20 IRS 990-N (postcard)	Signed Treasurer’s Statement on DCLA template	The NYS Charities Bureau does not accept 990-N for annual reporting purposes. Organizations should consider filing Form 990-EZ with the IRS to comply with Charities Bureau requirements.
\$50,000 - \$249,999	FY20 IRS 990		
\$250,000 - \$749,999	FY20 IRS 990	FY20 Independent Accountant’s Review	
\$750,000 and over	FY20 IRS 990	FY20 Audited Statement	Audit thresholds changed in 2020 per the New York State Nonprofit Revitalization Act. Submit the same FY20 financial statements filed with the NY Charities Bureau.

Organizations Applying with a Fiscal Sponsor or Conduit

For these organizations the following documentation is also required:

1. 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.
2. A letter from the fiscal sponsor indicating that it has agreed to act as a fiscal sponsor for DCLA's Fiscal 2023 CDF application. This letter must be dated January 1, 2022, or later.
3. 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.

Social/Multi-Service, Religious or Educational Organizations

For these organizations the following documentation is also required:

1. A full organizational budget completed using the DCLA budget template [found on the Applying webpage](#). The organization will provide its cultural income and expense budgets in Part I of the CDF application; the full organizational budget will further illustrate the scope of these organizations for the panel.

For FY23, applicants are no longer required to complete and submit data via SMU DataArts, as they would have in previous years. However, DCLA continues to recommend that arts and cultural organizations 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.

APPENDIX A. 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 if confirmation of compliance with particular applicable regulations is necessary. In addition, every funded organization should comply with the following requirements:

INSURANCE

All funded organizations are required to maintain appropriate insurance, including Commercial General Liability (“CGL”), Workers’ Compensation, and Disability and Paid Family Leave 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). Organizations that receive grants of \$100,000 or more are required to submit 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, 2022 to June 30, 2023. 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), New York State Human Rights Law, and New York City Human Rights Law.

CREDIT

All programs, brochures, flyers, posters, announcements or similar printed or electronic 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 consistent with DCLA’s terms and conditions; 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>.

Note: DCLA’s logo was updated in 2017. Funded organizations are required to use the current 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 FY23, 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 project-related operating costs of the grantee organization (such as staff salaries, space rentals, etc.) other than capital expenditures, fundraisers, or government advocacy efforts, provided 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 funded activities. 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 encourage 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. DCLA suggests that copies of this proposal be given to the Council Members, 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.

APPENDIX B. GLOSSARY

Questions have been added and revised in the Fiscal 2023 CDF Application related to diversity, equity, inclusion, and access (DEIA). This appendix provides information on how the Department of Cultural Affairs defines key terms related to these concepts.

POC COMMUNITIES

DCLA understands that there is much diversity within Black, Latinx, Indigenous, Asian, Pacific Islander, Middle Eastern, and all People of Color. We also understand that each group's historical and current experience with racial inequality is different. The CDF application will use the term People of Color (POC) as a unifier and to call attention to the collective solidarity efforts made to push against racial systemic injustices felt within each of our communities (with thanks to HueArts NYC for this language).

PEOPLE WITH DISABILITIES

The New York City Human Rights Law defines disability as any physical, medical, mental, or psychological impairment, or a history or record of such impairment, and includes a full range of sensory, mental, physical, mobility, developmental, learning, and psychological disabilities— whether they are visible and apparent or not.

PRIMARY LANGUAGE OTHER THAN ENGLISH

With more than 3 million foreign-born residents from more than 200 different countries, New York is home to one of the most diverse populations in the world. New Yorkers come from every corner of the globe and speak over 200 different languages. Nearly one-half of all New Yorkers speak a language other than English at home, and almost 25%, or 1.8 million persons, are not English proficient.

DIVERSITY

Diversity is broadly defined as inclusive of communities representing categories of identity. The definition of diverse communities includes those marginalized groups that have historically experienced a lack of access to financial resources and/or social and organizational mobility. We note the significant and vital interconnection, overlap, and intersectionality between these communities.

EQUITY

Improving equity means promoting justice, impartiality, and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources.

INCLUSION

Inclusion refers to the degree to which all people, including people with disabilities, with diverse perspectives and backgrounds are able to participate fully in the decision-making processes of an organization or group and in all elements of an organization, performance, event, or programs. While a truly inclusive group is necessarily diverse, a diverse group may or may not be “inclusive.”

ACCESS

Improving access means reducing economic, social, communication, and physical barriers to inclusive participation. Accessibility describes the degree to which an environment, service, product, or program allows access and eliminates barriers to participation by diverse or underrepresented communities, especially people with disabilities.

APPENDIX C. CITY BUDGET PROCESS AND DISCRETIONARY SUPPORT**CITY BUDGET PROCESS**

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.

MEMBER ITEM SUPPORT

During this budget adoption process, members of the City Council may designate cultural organizations for single year discretionary (or “Member Item”) support, which may be allocated through DCLA’s budget when it is for cultural activities. Discretionary awards are for one year only.

Organizations seeking or receiving City Council discretionary support to be administered by DCLA in FY23 must submit both completed parts of the CDF application by the May 16 deadline. (Note: it is possible to receive Member Item funding through other City agencies without submitting a CDF application.) In addition, organizations must have submitted a Discretionary Funding Application on the [City Council website](#) by February 22, 2022. **The projects for which such Member Item 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 any additional requirements that may apply to this funding.

Organizations awarded Member Item support at budget adoption for the provision of cultural services will be notified of this funding in their FY23 award letters. These allocations will be incorporated into the applicant organization’s FY23 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.

CITY COUNCIL INITIATIVES

DCLA administers source-specific initiatives from the City Council. The project proposed in the CDF application may NOT overlap with any funds awarded from the following Initiatives:

Art A Catalyst for Change: Anti-Gun Violence
Coalition of Theatres of Color (CTC)
Cultural After-School Adventures (CASA)
Cultural Immigrant Initiative (CII)
SU-CASA

To be eligible for any of these specific initiatives, an organization is required to submit a complete FY23 CDF application by the stated deadline, as well as the Discretionary Funding Application on the [City Council website](#).