## FY18 APPLICATION

**Phase I: Discovery and Visioning**

**A completed application shall be formatted and submitted according to the following by Wednesday, November 22, 2017, 4:30PM:**

* Lead applicant organization name (must be a community based development organization – CBDO, as described in the Application Guidelines) , neighborhood name, and page number in the upper right hand corner of each page
* Certification and Release page scanned and attached
* Electronic submission:
  + Email to BCCinfo@culture.nyc.gov, with “[CBDO name] BCC FY18 Application” in the subject line.
  + **Application due date 4:30pm, November 22, 2017.**
  + Applications should be submitted in PDF format, using 11pt font size.
  + Narrative sections (II through IV) should not exceed 5 pages total.

Applications should be structured to match the following outline:

1. **APPLICANT TEAM GENERAL INFORMATION**

**CBDO AND Cultural Partner (as described in the Application Guidelines) must each provide the following information:**

Contact information:

* 1. Organization/AKA
  2. CEO Name & Title
  3. Phone
  4. Email
  5. Contact Name & Title
  6. Contact Phone
  7. Street Address + Zip Code
  8. Mailing Address (if different that contact address)
  9. Website

Organization information:

1. Mission Statement
2. Briefly summarize principal activities and audiences served
3. **EXPRESSION OF INTEREST**

Why are you interested in participating in the Building Community Capacity program, and why do you think your neighborhood is well-positioned to take part? In your answer, please address the following:

* 1. The need for supporting arts and culture in the proposed neighborhood;
  2. Demonstrated interest in developing arts and culture as part of a community development strategy; and
  3. The community benefits you hope to achieve through participating the Building Community Capacity program.

1. **PROJECT LEADERSHIP**

Demonstrate the following in relation to the project team:

* 1. CBDO has experience with community engagement, community planning, and community organizing, and has the capacity to manage program components;
  2. CBDO and Cultural Partner have broad-based knowledge of the community, with access to local cross-sector stakeholders; and
  3. The strength of the partnership between the CBDO and the Cultural Partner, including how the project team was formed.

1. **TEAM CAPACITY, EXPERIENCE, AND COMMUNITY KNOWLEDGE**

Outline who will be responsible for leading the work of each program component (CBDO, Cultural Partner, or other team member).

* 1. Neighborhood Arts & Cultural Inventory
     1. Research and discovery
     2. Creation of draft report
  2. Community Visioning
  3. Creation of Deliverables (in partnership with DCLA) / Public Engagement of Findings

Note: DCLA-led trainings and peer exchange workshops will involve team members relevant to the specific topic.

1. **BUDGET (Attachment B)**

* Present a budget with allocations for each program component
* Maximum budget of up to $85,000

1. **CERTIFICATION AND RELEASE**
   1. Use attached form
2. **REQUIRED DOCUMENTS for CBDO AND Cultural Partner**
   1. Board list
   2. Staff list
   3. Most recent board-approved budget
3. **SUPPORTING MATERIALS**

**Examples Include**

* Samples of work and credentials from applicant team (CBDO and Cultural Partner), including:
  + Organizational history
  + Examples of community engagement
  + Team member resumes, including relevant experience and skills
* Examples of work and credentials from other team members/subcontractors, if any.
* Examples of recent community planning demonstrating arts and culture as a priority issue area.
* Evidence of support for BCC participation from local stakeholders.

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| **IX. CERTIFICATION AND RELEASE** | |
| The Chief Executive Officer or an employee who has signatory authority must sign below. The undersigned certifies that: s/he is an authorized signatory of the applicant organization with the authority to obligate it and having knowledge of the information contained herein, the information presented within or as a supplement to this proposal is accurate or represents a reasonable estimate of future operations and is free of misrepresentations and material omissions; the applicant organization releases the City of New York, its employees and agents, with respect to damages to property or other claims in connection with the materials submitted herewith. | |
| **CDBO**  **Chief Executive Officer**    Name of Organization    Typed Name and Title  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | **Cultural Partner**  **Chief Executive Officer**    Name of Organization    Typed Name and Title  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
| **FOR DCLA USE ONLY** | |
| Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NOTES: | |