**BUILDING COMMUNITY CAPACITY**

**PHASE II: BUILDING Infrastructure**

**Bushwick, Brooklyn / Far Rockaway, Queens / Morrisania, The Bronx**

**APPLICATION**

**Deadline: Thursday, November 7, 2019, 11:59PM**

* Electronic submission only - Email to [BCCinfo@culture.nyc.gov](mailto:BCCinfo@culture.nyc.gov)
* Email subject line: “BCC Phase II Application-[Organization name]-[Neighborhood]”
* Format Application as follows:
  + 11pt font size, 1 inch margins
  + PDF format
  + Upper right corner of each page: org name, neighborhood, page number
* Include the following sections as one PDF, in order:
* I: General Information (not to exceed 2 pages)
* II – IV: Application Narrative (total not to exceed 10 pages)
* V: Program Budget (Attachment A)
* VI: Board List
* VII: Staff List
* VIII: Organizational Budget
* IX: Supporting Materials
* X: Certification and Release (Attachment B), signed and scanned

1. **APPLICANT GENERAL INFORMATION**

Organization

1. Name
2. EIN
3. DBA and/or AKA

Contact information:

1. CEO Name & Title
2. CEO Phone
3. CEO Email
4. Contact Name & Title
5. Contact Phone
6. Contact Email
7. Street Address + Zip Code
8. Mailing Address (if different than street address)
9. Website

Organization information:

1. Mission Statement
2. Briefly summarize principal activities and audiences served
3. Service area(s)
4. Community partners
5. **INSTITUTIONAL LEADERSHIP**

As you provide the information requested below, try to portray a compelling narrative of why you are interested in serving your community in a backbone function, and strengthening the ability to do so, as part of the BCC initiative. Specifically, clarify your standing in the neighborhood, the impact you have made as a community based development organization, and why arts and culture are important to you currently and in the future.

Describe activities, projects, relationships that provide evidence your organization:

(Include timing and duration of work, as useful)

* Is well-positioned to oversee a community change process
* Has experience with community engagement, community organizing, community planning/development and has the capacity to manage BCC program components
* Has a history of successful collaboration with community members, as well as private, nonprofit, and government entities
* Is capable of balanced, neutral, and unbiased oversight of program activities
* Has a general knowledge of and experience working with local cultural sector
* Has broad-based knowledge of the community, with access to and relationships with local cross-sector stakeholders
* Has the human resources to oversee and support the project staff and the execution of a community-wide initiative

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

It is anticipated that staff, equal to 1 Full-Time Equivalent, shall provide day-to-day support and facilitation of the initiative. A member of the applicant’s staff shall serve as the program manager, i.e., point person responsible for leadership and general oversight. Other responsibilities may be shared across multiple people, employed either by the applicant or by another local institution, or by a self-employed community member.

Identify by name both the proposed staff who will be assigned to serve as program manager, as well as any other individual(s) responsible for various program components. Submit information that sufficiently details the individuals’ relevant skills, experience, education, or any other qualifications. In particular, describe the program manager’s relationship with the local arts and cultural community and why they would be an effective community leader.

Demonstrate that the project team:

* Has the ability to provide project management, strategic guidance, and leadership
* Has the capacity to execute all program components (including but not limited to: supporting all aspects of local participation, managing communications, attending meetings and trainings, managing and tracking all budgets/expenses, completing and submitting required documents and reports)
* Has broad-based knowledge of the neighborhood, with access to local cross-sector and cross-functional stakeholders
* Has general knowledge of/experience with the local cultural ecosystem (players, places, and activities)
* Can communicate in the most commonly spoken languages used in the neighborhood
* Understands the time commitment and has sufficient time available to meet program expectations

1. **AWARENESS/UNDERSTANDING/SUPPORT OF COMMUNITY’S INTEREST IN ARTS & CULTURE**

Broadly convey your organization’s participation in and knowledge of activities related to current community development efforts and:

* Relationships with, and access to local arts and cultural stakeholders (e.g. organizations, artists, educational institutions, community centers, businesses, libraries, parks, etc.)
* Knowledge of the neighborhood’s desire to enhance or transform arts and culture’s role in community planning and development, including awareness of assets, challenges and opportunities
* Participation as a voice or player in advancing components of the local arts and cultural ecosystem
* Familiarity with findings from BCC Phase I as well as other recent and relevant studies, research, local discussions, etc.

1. **PROGRAM BUDGET**

* Complete Attachment A

1. **BOARD LIST**

* On organization letterhead
* Name, affiliation, year joined board

1. **STAFF LIST**

* On organization letterhead
* Title, function, year employed
* Note both paid staff and volunteer positions

1. **ORGANIZATIONAL BUDGET**

* Most recent board-approved organizational budget

1. **SUPPORTING MATERIALS**

Such as:

* Examples of related work, projects
* Team member resumes, including relevant education, skills, experience
* Evidence of support from local partners, stakeholders, electeds, current or previous collaborators

1. **CERTIFICATION AND RELEASE**

* Complete Attachment B (signed and scanned)

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| **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.  **Applicant Organization**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name | |
| **Chief Executive Officer**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Typed Name and Title  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | **Board Chair**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Typed Name and Title  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
| **FOR DCLA USE ONLY** | |
| Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NOTES: | |