



New York City Department of Youth and
Community Development



New York City
Department of Cultural Affairs



The Council of the City of New York

NEW YORK CITY DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

APPLICATION GUIDELINES FOR CULTURAL AFTER SCHOOL ADVENTURES AWARDS

We are pleased to announce program guidelines for Cultural After School Adventures (CASA) awards to nonprofit New York City (City) arts and cultural organizations (Applicants) to provide services to youth in collaboration with DYCD Out-of-School-Time (OST) programs. In Fiscal Year 2007, \$760,000 is available for new cultural projects to be delivered in collaboration with Out of School Time (OST) programs between December 15, 2006 and June 30, 2007.

Proposals will be considered for new CASA programs in every cultural discipline and from every area of the City. Each proposal must offer a cultural project of recognized quality serving primarily youth enrolled in an OST program to be delivered in collaboration with an OST provider. The funded services can be as diverse as the organizations providing them, but they will all have a common commitment to youth in OST programs. The cultural services must be delivered between December 15, 2006 and June 30, 2007, the end of the City fiscal year. Proposals may include from one to five projects, each at a separate OST program. No Applicant, however, will be awarded more than five projects, including renewals. For a list of eligible OST providers and their program locations, please go to the DYCD website: www.nyc.gov/dycd and click on the "After School Program Directory".

Activities not eligible for awards:

- Activities taking place outside the City
- Fundraising events and receptions
- Construction or renovation of facilities
- Projects of City, New York State (State), or federal agencies
- Projects by degree-granting institutions
- Projects provided by organizations for which cultural activity is not a primary mission
- Projects not delivered in collaboration with an OST provider, unless the Applicant is a cultural organization that is also an OST provider (see page 2)

PROPOSAL PROCESS/SUBMISSION DEADLINE

Any Applicant interested in receiving a CASA program award from DYCD during the of Fiscal Year 2007 between December 15, 2006 and June 30, 2007 must complete the enclosed CASA Award Proposal form as explained in these instructions. **All proposals must be received by 5 p.m. on November 1, 2006 or postmarked no later than midnight on October 31, 2006. DYCD will make no exceptions to this deadline.** Facsimile or electronic submissions cannot be accepted. Each Applicant will receive confirmation of receipt of its proposal and its log number upon submission.

DYCD will hold a CASA preproposal conference at 10 am on Wednesday, October 11, 2006, at its offices at 2 Washington Street, Room 1980, 19th Floor, New York, New York 10004. Attendance is optional but recommended.

Inquiries on all matters concerning this application may be emailed to casa@dycd.nyc.gov.

ELIGIBILITY - LEGAL REQUIREMENTS

Proof of Nonprofit Status:

All nonprofit arts and cultural organizations that are located in any of the five boroughs of the City, incorporated under State law, and certified tax exempt under Internal Revenue Service Code Section 501(c)(3) are eligible to request CASA program funds, except as noted below. Registration with the State Office of Charities Registration is not sufficient indication of nonprofit status.

The following organizations, groups, and institutions are ineligible or eligible only as noted:

- Schools, colleges, universities, and libraries are ineligible for direct support. Cultural organizations housed at such institutions or separately incorporated arts centers at public colleges may be eligible at the discretion of DYCD.
- Agencies and departments of City, State and federal government are ineligible.
- Organizations with a primary purpose other than arts and culture (e.g., health care, child welfare, social service) will be considered only if they have a record of successful delivery of cultural services.

ELIGIBILITY - CULTURAL ORGANIZATIONS THAT ARE OST PROVIDERS

Listed below are cultural organizations that are also OST providers. These cultural organizations may propose projects to enhance their existing OST programs. Any such enhancement proposal will be considered a single project proposal. The cultural organizations may also submit up to four (4) other projects in collaboration with other OST providers.

Boys & Girls Harbor, Inc.
 Brighton Neighborhood Association
 Brooklyn Children's Museum
 Bronx Arts Ensemble
 Bronx Council on the Arts, Inc.
 Bronx River Arts Center, Inc.
 Brooklyn Center for Urban Environment
 Casita Maria, Inc.
 Charosa Foundation Corporation
 Childrens Arts & Science Workshops, Inc.
 Educational Alliance, Inc.
 Henry Street Settlement
 Learning Thru An Expanded Arts Program, Inc.
 Maspeth Town Hall, Inc.

Riverdale Community Center, Inc
 Rockaway Artist Alliance, Inc.
 Southern Queens Park Association
 The Children's Aid Society
 The National Chorale
 Woodside on The Move, Inc.

CRITERIA

Organizational Criteria:

1. The Applicant must:
 - a. Meet the legal and organizational eligibility requirements noted above;
 - b. Demonstrate fiscal responsibility and administrative competence; and
 - c. Be of recognized quality in the discipline within which it operates for the service being proposed.
2. All 501(c)(3) organizations with annual budgets of \$250,000 or greater must provide an audited statement. In some instances, DYCD may require an audited statement from organizations with lesser budgets. Organizations with operating budgets greater than \$100,000 but less than \$250,000 must submit an independent accountant's review report. In addition to the above documents, all groups whose budgets exceed \$25,000 must submit their most current IRS 990. If the budget is less than \$25,000, a financial statement signed by the treasurer of the organization will be required.
3. The Applicant must have been in existence for no less than two years.
4. The Applicant must have been providing youth education programs for no less than two years.

Program Criteria:

1. Each proposed CASA project must be conducted in collaboration with an OST provider to serve youth in connection with a separate OST program, unless the Applicant is also an OST provider listed on page 2. For a list of eligible OST providers and their OST program locations, go to the following website: www.nyc.gov/dycd and click on the "After School Program Directory"
2. Each proposed CASA project must include as a principal goal a demonstrable cultural activity of recognized quality.
3. Each proposed CASA project must address OST Goal 7: **Support the exploration of interests and development of skills and creativity.**
4. Each Applicant may submit up to five proposals for new projects, each for a separate OST program, but no Applicant will be awarded more than five projects including both renewals of projects awarded in Fiscal Year 2006 and new projects awarded in Fiscal Year 2007.
5. The CASA activities may take place at venues other than the OST program site, but the CASA project budget must include the cost of transportation to such other venue(s).
6. Each proposed CASA project must have a minimum award request of \$7,000. Administrative overhead costs may not exceed 10 percent of the project cost.
7. The sum of all proposed CASA projects submitted by the Applicant cannot exceed \$150,000, and no Applicant will be awarded projects, including new and renewal projects, whose aggregate cost exceeds \$150,000.
8. Proposals must be within the Applicant's artistic/cultural, administrative, and fiscal capabilities.

SELECTION AND REVIEW PROCESS

To be eligible, Applicants must meet the organizational and programmatic criteria established by DYCD and must comply with the deadline for submitting proposals. DYCD will make no exceptions to this deadline.

All applications will be reviewed and evaluated on the organizational and programmatic criteria set forth above by DYCD and the Department of Cultural Affairs (DCA). The quality of the proposed project as set forth in the proposal, the Applicant's quantity and quality of successful relevant experience, and the Applicant's demonstrated level of organizational capacity will determine the recommendation for award. Geographic distribution of services and funds will also be considered during the assessment and evaluation of the proposals. Finally, DYCD and DCA reserve the right to fund any combination of projects proposed by an Applicant.

FUNDING LEVELS

DYCD anticipates that approximately \$760,000 will be available for new CASA projects in Fiscal Year 2007.

- Each project proposed must have a minimum award request of \$7,000.
- The sum of all proposed projects submitted by the Applicant cannot exceed \$150,000.
- Geographic distribution of services and funds will be considered during the assessment and evaluation of the proposals.

GRANT PREPARATION AND LEGAL REQUIREMENTS

Upon making CASA award recommendations, DYCD will prepare and execute a grant agreement with each Applicant that receives an award, based on the proposal(s) submitted by the Applicant. Each Applicant receiving a CASA award must comply with all pertinent legal requirements and will be notified of applicable regulations. Every Applicant should be aware of the following requirements:

Insurance:

Organizations are expected to carry adequate insurance (including, but not limited to Comprehensive General Liability, property damage, workers' compensation and disability) and are required to name the City and DYCD as an additional insured party in any policy and submit a certificate of insurance for such policies to DYCD for verification that coverage is adequate before receiving funds.

Americans with Disabilities Act:

Every CASA program 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 DYCD are required to include, legibly, 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 Youth and Community Development.”

The DYCD logo is also required to appear on these materials. Applicants will be informed about how to obtain that logo upon notification of award. In addition to the logo and credit line above, any printed list of contributors to a program or service funded by DYCD, either alphabetical or by contribution category, is required to include the New York City Department of Youth and Community Development.

PAYMENT

Every grant agreement includes a payment schedule based on the services provided and project costs. Funds will be released according to that schedule. If a grantee has a strong prior history of satisfactory performance, an advance of a portion of the award may be allowed; otherwise, grantees will receive payment on a reimbursement basis. Every grantee must report on its use of CASA funds according to a schedule established by DYCD and on the forms provided by DYCD. Final payment is based on submission of a final report, accompanied by supporting documentation. Grantees that do not comply with reporting requirements in a timely manner may lose both current year funding and future funding.

PERFORMANCE EVALUATION

Because DYCD awards public funds, the expenditure of those funds is required by law to be monitored, to determine whether they are being spent in accordance with the terms of the grant agreement. DYCD bases its evaluation of performance on the quality and timeliness of the documents submitted, as well as on site visits and program reviews. Such performance record may be a determining factor if the grantee is considered for future funding.

INSTRUCTIONS FOR COMPLETING CASA APPLICATION

GENERAL INSTRUCTIONS

An original and seven (7) copies of each proposal must be submitted. Every item of information requested is essential. Do not leave blanks. If an item does not pertain to your organization insert "N/A". The form and all accompanying documents must be typed; handwritten applications are unacceptable. Enter Applicant's legal name in the space provided on each page. Please follow the specific instructions preceding each section. If additional pages are necessary, please identify each by corresponding section number. Label all supplemental information appropriately. If you have any questions, please contact DYCD as indicated on page 1.

Refer carefully to these instructions, Section VI of the proposal, and the checklist following the proposal form for the items needed to make your proposal complete. Be sure to keep a duplicate copy. **The deadline for submission is November 1, 2006. DYCD will make no exceptions to this deadline.** Proposals must be hand-delivered before 5:00 p.m. on that date or postmarked by midnight October 31, 2006. Facsimile or electronic submissions cannot be accepted.

LINE-BY-LINE INSTRUCTIONS TO THE CASA APPLICATION

The detailed instructions below are keyed to the numbered sections of the proposal form.

I. APPLICANT ORGANIZATION

- a. The name provided here must be identical to that in the IRS determination letter for tax-exempt status. No applications using fiscal conduits will be accepted.
- b. If your organization regularly operates under a name other than the legal name listed in Section I.a, please indicate that name.
- c. Provide your organization's website address.
- d-g. Indicate address, neighborhood, city, state, and zip code of the organization's primary location. If your mailing address is a post office box, please indicate the street address of your primary location.
- h-i. List the council district and community board in which your organization is located. You can contact the City's information number 311, the League of Women Voters of the City of New York at 212-213-5286, or the Board of Elections at 212-868-3692 for this information.
- j-m. Indicate name, title, telephone number (including extension) and e-mail address of the Chief Administrative Officer. This person must also sign the Certification and Release in Section X.
- n-q. Indicate name, title, telephone number (including extension) and e-mail address of the person in your organization who will serve as the contact person for this proposal.
- r. Indicate the month and year that your organization was incorporated.

- s. Indicate the day and month your organization's fiscal year begins. This date should correspond to all fiscal information reported in the proposal and to audited statements being submitted.
- t. Enter your 9-digit Federal Employer Identification number.
- u. Provide an alternate/emergency phone number where you may be reached **during non-working hours**.
- v. Provide a fax number for the Chief Administrative Officer.
- w. Indicate whether or not you were awarded a CASA project(s) in FY 2006.
- x. If you were awarded one or more CASA projects in FY 2006, list each project by name, ID number, and renewal status for FY 2007.
- y. Indicate total income and expense budget figures for each of your organization's fiscal years as requested. Where appropriate, the figures should match your organization's audited statement/s.
- z. Indicate all DCLA, DYCD and City Department of Education (DOE) support awarded during your organization's fiscal years as requested. If your organization received support from another source within DCLA, such as a CADP grant, please provide total amount of DCLA funding and note program/s. If your organization has a contract with DOE to supply services in the schools, indicate the number here.

II. OST PROVIDERS

- a. Provide the name of each OST provider with whom the Applicant is proposing to collaborate. The name provided here must be identical to that in the IRS determination letter for tax-exempt status.
- b. Provide the corresponding OST contract identification number for each OST program included in the collaboration.
- c. Assign a number of one (1) to five (5) to each proposed CASA project.
- d. Indicate the number of participants for each CASA project listed.

III. PUBLIC SERVICE ANALYSIS

- a-b. Complete as requested.
- c. The Dates of Program Operation means when did the program start (month/year) and when did it end. If it is still in operation, list as "current." Otherwise complete as requested.
- d. Please indicate whether or not the Applicant has experience providing services with community-based organizations by checking either YES or NO. If YES, then use the space provided to list up to three (3) community-based organizations with which the Applicant has a relationship. Also identify the target community (such as elderly, youth, or immigrants) and briefly describe the nature of the program provided.

IV. OVERVIEW OF PROPOSED CASA SERVICES: FY2007

This section provides a brief overview of all proposed CASA projects. Proposals may include from (1) to five (5) projects, each serving youth at a separate OST program. In the space under the project number, enter the name of the respective OST provider. This number should match the number provided in Section II. In the space to the right of the project number and OST provider name, provide a brief description of the project you are proposing for the OST program, and in the last space, under Project Cost, provide the cost of the project. The project total must equal the total budget provided in the Project Budget Attachment. Add the costs of all proposed projects and record this figure under TOTAL in the bottom right hand corner of the page. The total costs of all proposed projects cannot exceed \$150,000.

Numbering must match the project number assigned in Section II.

**IMPORTANT NOTE: SECTIONS V – VIII BELOW
(Application pages 6-10, plus the Project Budget Attachment)
MUST BE COMPLETED FOR EACH PROPOSED PROJECT**

Applications should be made only for CASA projects to begin no sooner than December 15, 2006 and be completed before June 30, 2007.

Project descriptions should contain specific details.

Numbering must match the project number assigned in Section II.

V. CASA SERVICE ANALYSIS

- a. To describe the Applicant, use one of the organizational codes provided below.
- b. List up to two of the discipline codes provided below to indicate the Applicant's principal activities.

Organizational Codes (select only 1)

Arts Services	ASO
Botanical	BOT
Community Arts and Social Services	COM
Educational Institution	EDU
Gallery	GAL
Historical Society	HIS
Museum	MUM
Performing	PRF
Presenter	PRE
Other (specify)	OTH

Discipline Codes (select multiple)

Architecture/Design	A/D	New Media	N/M
Botanical	BOT	Photography	PHO
Crafts	CFT	Science	SCI
Dance	DNC	Theater	THT
Film/Video/Audio	FVA	Visual Arts	V/A
Folk Arts	F/A	Zoo	ZOO
Literature	LIT	Other	Other (Specify)
Humanities	HUM		
Multi-Discipline	MUL		
Museum	MUM		
Music	MUS		

- c-f. Complete as requested.
- g. **OST Goal 7:** Support the exploration of interests and development of skills and creativity.
- h. The **OST** provider must provide this explanation, not the Applicant.
- i. Complete as requested.

VI. PROPOSED CASA PROJECT BREAKDOWN

Give a complete and specific description of the program activities that make up the proposed project; include the following information as applicable:

- Description of Activities: Describe the type of activity and materials used. Also provide complete and detailed information about performers/artists, also include information about participating OST provider staff.
- Dates of Activities: Indicate which of the dates are holidays by listing them in the designated area.
- Duration of Activities: Indicate length of activities in minutes per session.

VII. PROJECT BUDGET

- a. Complete a **Project Budget Attachment** (Excel Spreadsheet) for each proposed project. For each project no more than 10 percent of the total project costs can be used to cover administrative overhead, of which 3 percent can be awarded to the OST provider and 7 percent to the Applicant.
- b. The total on the Project Budget Attachment must match amount requested for all projects in Sections II.c and IV.
- c. Use the space provided on Page 9 to clarify items in the Project Budget Attachment.

VIII. COLLABORATION AGREEMENT

For each proposed project, authorized representatives of both the Applicant and the OST provider are required to sign the collaboration agreement. An Applicant who is also an OST provider (see page 2 for the qualifying list) need not submit this agreement for a project with its own OST program.

IX. SUPPLEMENTAL INFORMATION AND REQUIREMENTS

Please complete as requested.

X. CERTIFICATION AND RELEASE

Both the Chief Administrative Officer and the Board Chairperson of the Applicant are required to sign the proposal. If the same person holds both these positions, another officer of the Board should sign in place of the Board Chairperson.