



OFFICE OF THE PRESIDENT
BOROUGH OF MANHATTAN
THE CITY OF NEW YORK

NYC & Company Foundation Borough Culture Grant Funding Application - 2015

NOTE: This application must be completed by all organizations requesting funding from the Office of the Manhattan Borough President. Please return to:

Luisa Gonzalez
Deputy Director of Budget
mcgp@manhattanbp.nyc.gov

SUBMISSION INSTRUCTIONS: Please email a copy of your application and required attachments including: IRS Letter of 501 (c)(3) determination, most recent CHAR500 (or exemption certification), detailed production timeline for the program/project, itemized project budget, organization's latest total annual budget, and copies of advertising materials. Please note that all required materials must be included for an application to be considered. Applications are due by 5:00pm on January 9th, 2015.

Section A. Organization's Information

Full Legal Organization Name

Organization Federal Identification #

Name of Fiscal Conduit (if applicable)

Fiscal Conduit Federal Identification # (if applicable)

Street Address

City

State

Zip Code

Is the applicant exempt from registering as a Charity with the NYS Charities Bureau?

- Yes
- No

If registered with the NYS Charities Bureau, e-mail a copy of most recently filed CHAR500. If not, e-mail exemption certification (see instructions at top of application)

If you cannot provide a charitable registration number and you do not qualify for an exemption, you are not eligible for funding.

Section c. Program/Project Information

Program / Project Title

Program Event Dates

Amount Requested from Manhattan Borough President's Office?

Organization's Mission: In 750 characters or fewer, please describe the organization's mission.

Program/Project Summary: In 1500 characters or fewer, include detailed description of program; target populations, including geographic areas of program services; number of persons served last year; and major activities of the project. Please focus on how this program will support cultural tourism in Manhattan.

Program/Project Objectives: In 750 characters or fewer, include the objectives and goals of project; number of persons expected to be served this year; explain how you will measure results. In addition, please email a detailed production timeline for the Program/Project.

Is a copy of the production timeline for the program/project attached?

Yes

No (please note that a production timeline is an required email attachment.)

Program/Project Funding: In 750 characters or fewer, describe why the organization needs MBPO to fund program/project, detail what the funds will be exactly used for, how it would be allocated, and how the requested Cultural Tourism funding will help the organization provide services to Manhattan communities. Email an itemized Project Budget with a breakdown of how MBPO funding will be used for the marketing budget. (Any line items that are based on Cultural Tourism funding should be itemized with as much detail as possible).

Is a copy of the organization's itemized project budget attached?

Yes

No (please note that an itemized budget is a required email attachment)

Will the program be located in, operated by, or affiliated with a religious school?

Yes

No

If “yes”: What percentage of the program participants do you estimate attend the religious school?

Will the program be located in, operated by, or affiliated with a religious organization or place of worship?

Yes

No

If “yes”: What percentage of the program participants do you estimate are members of or participate in the religious organization or place of worship?

In 1000 characters of fewer, briefly describe how the organization advertises the program or services to the target population. Attach copies of flyers or advertising used in the past, if any. If the organization does not advertise, please explain how the public will become aware of the program. If the organization is religious or operates out of a religious facility, describe how the organization will reach out to the general public.

Are copies of advertising materials attached?

Yes

No

Community Board(s) served by program/project:

Council Districts served by program/project:

Community School District(s) served by Program/Project (education projects only):

Section D. Funding Sources and Budget

Describe funding your organization has been awarded from MBPO during the past three fiscal years including Capital Funding, Community Grants, and Cultural Tourism Grants

Describe additional project/program funding sources including funds from City Council, Mayor (and/or Administration), State of New York, Federal Government, Non-profit or Foundations, and Private Sources.

Size of Organization: *What is the organization's budget for its current fiscal year?* Please email a copy of your organization's latest total annual budget.

Is a copy of your organization's latest total annual budget attached?

Yes

No (please note that an annual budget is a required email attachment)

I hereby acknowledge that all of the information submitted in response to the above is factual and adheres to all guidelines specified by the Office of the Manhattan Borough President. I certify that:

- I am authorized by the organization seeking funding to complete and submit this request for funding on behalf of the organization;***
- I took reasonable steps to make sure that the information on this form is complete, true, and accurate.***

I understand that it is a crime to knowingly submit a request for funding that contains or may contain false information. I understand that violators are subject to prosecution.

Authorized Official

Full Name

Title

Date

Application Checklist

To ensure the submission of a complete application, please review our list of all mandatory attachments and check each attachment that you have ready for submission. All attachments must be e-mailed along with your completed application to MCGP@manhattanbp.nyc.gov no later than January 9th, 2015 at 5:00 pm.

Please make certain that you attach all of the following documents in your final e-mail submission:

IRS Letter of 501(c)(3) Determination
Most recent CHAR500 (or exemption certification)
Organization's latest total annual budget
Itemized program/program budget form
Production timeline for the program/project
Copies of brochures or other advertisements or promotional materials