

## What is the Department of Cultural Affairs?

The New York City Department of Cultural Affairs (DCLA) is dedicated to supporting and strengthening New York City's vibrant cultural life. Among our primary missions is to ensure adequate public funding for non-profit cultural organizations, both large and small, throughout the five boroughs.

For more information, visit us at: <http://www.nyc.gov/dcla>

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## DCLA's Goals for Funding Capital Projects

To enhance the public's experience of cultural life in New York City through projects that:

- Increase public access to cultural programming throughout the City
  - Contribute to the vibrancy and diversity of the City's communities and maximize the effectiveness of public/private partnerships
  - Preserve and promote the highest quality cultural facilities, programs and collections
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## Baseline Requirements for Capital Funding

- Not-for-profit arts and cultural organization with documented tax-exempt status pursuant to Section 501(c)(3) of the Internal Revenue Service Code
- Organization received institutional or programmatic support from DCLA in one of the following fiscal years, FY2018, FY2019, FY2020, and/or FY2021. If you are first time CDF recipient in FY2021, please contact your Capital Project Manager. If you don't have a Capital Project Manager, contact [capitalrequest@culture.nyc.gov](mailto:capitalrequest@culture.nyc.gov).
- Organization guarantees that any capital funding received from the City will not be used to advance or support sectarian activity, including (but not limited to) religious worship, instruction, or proselytizing
- Organization must demonstrate the capacity to take on the capital project for which funding is requested

## Funding Requirements

### Comprehensive

- Creates new asset/systems
- Significant upgrade of an existing asset

### City Purpose

- Provides public benefit

### Long-Term Investment

- Equipment: 5 to 10 years useful life
- Construction/Renovation: 20 to 30 years useful life

### Minimum City Contribution

- Equipment Projects: min \$50,000
- Construction/Renovation: min \$500,000 (for non-City owned property)

## Legal Requirements

### City Interest

- Property must be either City-owned or if not City-owned, a Restrictive Covenant or Security Agreement must be executed

### Restrictive Covenant

- When capital funds are used for a renovation or new construction project on non-City owned property
- Ensures the City has first priority interest on the property and a public purpose

### Security Agreement

- When capital funds are used for equipment projects not purchased by DCLA directly
- Establishes the City's legal interest in the equipment and ensures a public purpose

## Examples of Construction/Renovation

Construction of a new facility  
Expansion of an existing facility  
Significant upgrade or renovation of existing contiguous space  
Upgrade or replacement of building system, e.g. HVAC

*Note: Completion of Construction/Renovation projects range from 4 to 6 years*

## Equipment Projects

For equipment **systems** or **standalone** equipment: each system must be composed of mutually dependent and physically or wirelessly connected elements that are integral to the system's function

Each system must be at least \$50,000 and have a minimum useful life of 5 years

Vehicles (10+ person capacity)

*Note: Completion of Equipment projects range from 2.5 to 5 years*

## Examples of Ineligible Requests

**Acquisitions** – building or land

**Maintenance** (painting, carpeting, roof patching, etc)

**Operational Expenses** (Employee salaries, administrative expenses, training)

**Signage**

**Public Art Projects or artwork** (murals, decorative landscapes, except through DCLA's Percent for Art Program)

**Laptops, software, appliances, etc.**

## How to Request Funds

Download instructions can be found at:  
<http://www1.nyc.gov/site/dcla/cultural-funding/capital-funding.page>

Check with your elected officials for any pre-application instructions

## DCLA Contacts

**NYC Department of Cultural Affairs**  
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New York, NY 10007  
[www.nyc.gov/dcla](http://www.nyc.gov/dcla)

If you have any questions, please email us at: [capitalrequest@culture.nyc.gov](mailto:capitalrequest@culture.nyc.gov)