



## LMDC CULTURAL ENHANCEMENT FUNDS NOVEMBER 14, 2005

Cultural Enhancement Funds will be allocated through a competitive funding process to not-for-profit organizations engaged in cultural programming and projects that, through their proposed or existing facilities and activities, demonstrate excellence, animate the neighborhood, and support cultural life in Lower Manhattan. The Cultural Enhancement Funds Program is intended for projects in Lower Manhattan that would meet needs resulting from the events of September 11, address or prevent blight, and/or benefit low and moderate income persons. Funded projects would have the capacity to spur the revitalization of Lower Manhattan and successfully benefit area businesses, residents, and visitors.

### Background

The LMDC's mission continues to be the rebuilding of the World Trade Center site, creating a permanent memorial, and revitalizing Lower Manhattan. In order to accomplish these objectives, the LMDC has selected activities and programs in an open and inclusive manner based on the needs articulated by the public through more than seventy-five LMDC-sponsored public meetings, and through the tens-of-thousands of comments it has received. LMDC has also received many funding proposals and ideas from the public, articulating perceptions of and solutions to the diverse needs of Lower Manhattan.

On April 13, 2005, the LMDC released a report entitled *[The Public Dialogue and Lower Manhattan Revitalization Initiatives](#)* that outlined priorities for the revitalization of Lower Manhattan. Following public comment on the report, a Funding Allocation Framework was released on May 25, 2005. On June 16, 2005, based on the Funding Allocation Framework, the LMDC Board of Directors adopted a Funding Allocation Plan for the allocation of the LMDC's remaining federal Community Development Block Grant (CDBG) funds administered by the United States Department of Housing and Urban Development (HUD). The Funding Allocation Plan included allocations for Lower Manhattan cultural projects and community projects. The Funding Allocation Framework and the Funding Allocation Plan are available on the LMDC's website at [www.renewnyc.com](http://www.renewnyc.com).

Consistent with the Funding Allocation Plan, the LMDC invites applications seeking funding of Lower Manhattan cultural projects. Following is an overview of the criteria, priorities, selection requirements and general timeframe for these "Cultural Enhancement Funds." Up to \$35 million will be allocated through this Cultural Enhancement Funds process. Following review of applications, the LMDC will announce a process for acceptance and distribution of the funds.

## **Funding Criteria, Priorities and Objectives**

All funding applications for Cultural Enhancement Funds should:

- be submitted by not-for-profit organizations
- provide cultural facilities or programming located in Lower Manhattan, south of Houston Street
- be fiscally and programmatically viable for the applicant organization

Priority consideration in an initial round will be given to capital and/or capital planning projects. Other proposals may be considered. Applications for venture capital, relief of pre-existing commitments or obligations, and funding of individual artists and for-profit enterprises are discouraged. The LMDC cannot finance fundraising expenses and fundraising operations.

Funding proposals will be evaluated based on the priorities listed below:

- Ability to spur long-term Lower Manhattan revitalization and demonstrate benefits for local residents, businesses, and visitors
- Programmatic excellence
- Importance of LMDC support as a catalyst for other funding or support
- Capacity to proceed, including proof of commitment and/or support from other sources
- Organizational, managerial, and fiscal viability, including capacity to sustain operations over time

The LMDC's allocation and expenditure of HUD CDBG funds is subject to federal and state regulations and requirements, including, but not limited to, environmental review and auditing procedures. All Cultural Enhancement Fund allocations are subject to the execution of a definitive funding agreement.

## **Funding Selection Process**

LMDC staff will review applications and convene an Advisory Panel to make funding recommendations. The Advisory Panel will evaluate proposals and offer recommendations to the Board of Directors. The Board of Directors will review and approve all allocations.

The LMDC will embark on an initial round of funding based on applications due on December 22, 2005. Following the review of those applications, additional rounds of funding may be deemed appropriate, and extraordinary/priority funding proposals may be considered out of cycle.

All funding applications will be evaluated based on the following:

- Organizational mission
- Leadership and staff
- Organizational purpose and programming plan
- Project scope and history, including potential impact on Lower Manhattan revitalization
- Budgets and schedule
- Fundraising plan for capital and operating expenses

- Projected beneficiaries, including Lower Manhattan residents, employees, visitors, and surrounding businesses

## Requirements

All funding applications must be made in writing. Organizations that have previously submitted cultural funding proposals will be required to renew and update their materials as appropriate. Applications must include the following:

1. **Application Coversheet** – Completed funding application cover sheet and proposal (*coversheet available at [www.renewnyc.com](http://www.renewnyc.com)*).
2. **Organizational Purpose** – One-page description of organization, including mission statement, organizational purpose, and scope. Please attach list of Board of Trustees, identifying professional affiliations of Board members.
3. **Experience, Structure, and Personnel** – Brief description of the organizational structure and key staff, including the relevant experience available to carry out the proposed project. Please attach resumes or brief biographical statements of key project employees or consultants.
4. **Project Description/Programming Plan** – One- or two-page description of the project for which funds are requested, describing the purpose of the project and its potential impact on Lower Manhattan revitalization. Please provide information on projected beneficiaries, including any anticipated increase in numbers of permanent or temporary employees and visitors or other economic indicators.
5. **Project Budget and Schedule** – Budget and schedule for the project for which support is requested. Project budgets should include the total project cost, the specific use of the requested funds, and the estimated costs associated with administration. The budget should also include a list of project funds from other sources, indicating commitments and pending applications. The budget should detail plans to address any budget shortfall, including any financing under consideration.
6. **Operating Budgets, including income and expenses** – Budgets for current fiscal year, immediate past fiscal year, and forthcoming fiscal year should be included. Please provide audited financial statements where available.

**Please submit eight (8) copies of each item.**

Additional information, site visits and interviews may be requested as part of the evaluation process.

## Questions, Deadline, Announcement of Grants

- **Questions** – If you have any questions about the Cultural Enhancement Funds, please go to LMDC’s website ([www.renewnyc.com](http://www.renewnyc.com)) by November 28, 2005, where you will find a section on Cultural Enhancement Funds, and choose the link for questions and comments. The LMDC will post all answers to Frequently Asked Questions on the LMDC website by December 5.
- **Deadline** – All submissions must be received by 5 pm on Thursday, December 22 to qualify for the first round of funding. Submissions will be accepted by mail and express mail. Submissions received after the deadline will be deferred for consideration in a subsequent funding round, if scheduled.

Applications should be sent to:  
Amy Weisser  
Lower Manhattan Development Corp.  
1 Liberty Plaza, 20<sup>th</sup> floor  
New York, NY 10006

- **Announcement** – The LMDC anticipates announcing first round funding selections in early spring 2006.