

FUNDING NEWS

Department of Cultural Affairs, City of New York 830 Fifth Avenue New York, N.Y. 10021 360-8295

Henry Geldzahler
Commissioner

WINTER 1980

Dennis Paul
Development Officer

1. NATIONAL ENDOWMENT FOR THE ARTS

Accessible Arts Model Demonstration Program

This program is a funding opportunity designed for special constituencies. The goal of the program is for each discipline in the arts to develop model guidelines which integrate special constituencies, as equals, into arts activities. Funding is in the form of matching grants which are transferred to existing Endowment programs willing to cooperate with the Special Constituencies Project. For fiscal year 1979, \$200,000 was awarded through this project. In the future, the program intends to expand and raise its total funding amounts.

Projects must be models which accommodate special groups in arts activities but do not treat the groups as separate. Individuals can be integrated as performers, audiences, or participants. Projects can be designed for any aspect of the arts which has a corresponding Endowment program.

Past awards include:

- Grant to a theatre group comprised of older Americans to put on performances.
- Grant to a music organization for audience participatory programs involving the acoustically impaired.
- Grant to architecture schools for curriculum-planning models complying with Section 504.

Proposals are submitted to and evaluated by the existing Endowment program relevant to the area of the arts for which you are developing a proposal. Deadlines are the deadlines of the specific Endowment program reviewing the proposal.

For further information, contact: Larry Molloy, Director
Arts and Special Constituencies Project
National Endowment for the Arts
Washington, D.C. 20506

Literature/Distribution and Promotion

A new granting category for FY 1981 has been added to the NEA Literature program. Distribution and Promotion is designed to increase public access to "fine works of contemporary literature" and improve the production quality of such works.

Non-profit, tax-exempt distribution organizations and book centers are eligible for grants. If an organization does not have the appropriate legal status, an organization with proper status may act as a sponsor. At the present time, a few matching grants are given in each of the following program areas:

- Distribution grants
Funds are awarded to book distributors for current distributing operations and special projects. Projects must be efforts to expand circulation and readership. Distribution grants may be used to increase community and audience involvement. In addition, these grants can be used to provide modest financial support for ongoing activities and secure local and private sources of income.

- Audience Development grants
Funds are awarded to support traveling and permanent book exhibits and small press book fairs. Permanent book exhibits are eligible for one-time grants only. The Advisory Panel recommends that poets, fiction writers, playwrights, critics, and editors be given serious consideration for employment on these projects. Applicants are encouraged to show community involvement. Community development groups wishing to promote literary book fairs are acceptable candidates.
- Production and Design grants
Funds are awarded to a few print centers to enable small presses to increase their distribution and improve the quality of their publications.
- Review, Media and Promotion grants
Funds are awarded to critical journals and other review media to promote quality reviewing of contemporary, creative literature. Projects that distribute review materials and cooperative promotion projects are also eligible. Poets, fiction writers, playwrights, critics and editors are to receive serious consideration for employment on these projects.

There are no formal deadlines for applications. However, the recommended month for application is March 1980 for projects beginning after October 1, 1980. Organizations are encouraged to contact the program before applying.

For further information, contact: Literature Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(202) 634-6044

2. Reprint

THE STATE EDUCATION DEPARTMENT

CULTURAL EDUCATION CENTER

EMPIRE STATE PLAZA

ALBANY, NEW YORK 12230

DEPUTY COMMISSIONER
FOR CULTURAL EDUCATION

TO: Leaders of Cultural Organizations

FROM: Robert J. Maurer, Deputy Commissioner *RJM*

DATE: November 1979

SUBJECT: News from The State Education Department

GRANT MONEY FOR SCHOOL/CULTURAL PROGRAMS

Two competitive grant programs administered under Title IV-C of the Federal Elementary and Secondary School Education Act will make money available to New York State schools and school districts to extend cultural and arts education programs beyond the school building. These programs may be carried out in cooperation with museums, historical societies, and other cultural organizations. By contacting your local school district, learning about the educational needs, and participating

in program planning, your organization may be able to take part in these grants. All projects must directly benefit elementary and secondary school children, and the school district serves as the local funding recipient. It is possible for the school district to contract for services from various cultural organizations. Applications, guidelines, and further information may be obtained from regional and city Optional Education Program Directors. Contact your local public school superintendent or BOCES for the name of this person. The two ESEA Title IV-C programs are described below.

1. 1980-81 Mini-Project Program

Grants of \$500 to \$3,000 will be made for promising solutions to educational problems under the Mini-Project Program. The program has three purposes: to stimulate creative solutions to specific local problems; to support projects that involve combinations of subject-matter areas, educational levels, and participants; to encourage fresh approaches to the teaching of regular school subjects. Among the funding priority areas, those of particular interest to cultural organizations include science, energy conservation, career education, prevention of racial isolation, education of the gifted, and education of handicapped children. The Mini-Project Program provides an excellent opportunity to work with individual teachers or administrators in a school to develop mutually beneficial school/cultural organization programs. The application deadline is December 21, 1979.

2. New Developer Program to Improve Education Through the Arts

Grants of \$30,000 to \$60,000 may go to schools for programs which meet the following areas of critical need:

- a. Programs which integrate the arts into all subjects of the instructional program.
- b. Programs which provide students with the opportunity to interact with school and community resources to maximize the impact of the arts.
- c. Programs which provide arts experiences and aesthetic development for students with special needs such as handicapped, gifted and talented, and bilingual students.

Community arts resources, such as artists, craftspersons, musicians, poets, museums, theaters, and libraries may be particularly involved in assisting local school districts to design and create these programs under area b. In this program area it is important to establish the mechanism for development of school/community arts-

in-education programs as a comprehensive plan, rather than as a series of isolated events. Collaboration between the school district and arts organizations must take place during both the planning and implementation stages of the program. The focus must be on student learning as it is integrated into the arts. Grant monies will not be allowed for performances. The Program to Improve Education Through the Arts requires a long-term cooperative commitment between a school district and a cultural organization. Formal application procedures should commence only after consultation between your organization and the superintendent, teachers, and administrative staff in the school district. If you have further questions which cannot be answered locally, contact:

Dr. Robert N. King
Office of Federal Demonstration Programs
The State Education Department
Room 860, EBA
Albany, NY 12234

The application filing deadline is February 1, 1980.

ESEA TITLE IV, PART C - "IMPROVEMENT IN LOCAL EDUCATIONAL PRACTICE"

(See Sample Program Description - CFDA #13.571, pg.8)

This formula grant program is a type of assistance available to states or their political subdivisions, which are based on a formula prescribed in the authorizing legislation. Although a nonprofit organization (NPO) cannot receive formula grants directly, you often can obtain funds from a local public agency which receives monies from the State under the formula grant program. It is never easy to determine how the money flows in such a program, but it is essential to learn since formula grant programs usually involve very large amounts of money. Under IV-C there are two relevant granting programs:

MINI PROJECT PROGRAM

These grants are intended for persons at "grass roots" levels who do not normally have the opportunity to apply for a program oriented award of Federal funds. These relatively small amounts of money are provided to test, study, develop, and implement promising educational approaches to educational problems.

Approximately \$650,000 will be available citywide for these projects during the 1980-81 school year. Each Community School District and Central Division will set internal dates for submission of proposals. All proposals from districts are due at the Central Board on or before January 18, 1980 (N.Y.C. has been given an extension beyond the December 21, 1979 deadline mentioned in the NYSED memo). You must remember that as a non-profit organization (NPO) you are not an eligible applicant; only local educational agencies (LEA) can be recipients of IV-C funding.

LEAs can, however, contract with NPOs for various services. You should quickly begin your discussion with local school teachers, principals or

superintendents depending upon your current involvement with the public school system.

N.Y.C. Board of Education
Optional Education Program (OEP)
Representative/Facilitator
Ms. Evelyn Jones
(212) 596-8947

DEVELOPER GRANTS

These grants are designed to provide for new and innovative programs aimed at common needs which reflect State program priorities. "Improving Education Through the Arts" is a new State priority area. In N.Y.S., \$500,000 is available. There will be 7 to 10 awards with a \$30,000 to \$60,000 program budget range/average \$45,000 each. You will need to have a well-developed program already in operation to begin discussions for the contracting of services for this highly competitive grant program.

For additional information or assistance contact:

N.Y.C. Board of Education
Office of Funded Programs
Andrew J. Grant
(212) 596-4530

3. CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)

While it is not comprehensive or complete, and the information in it must be carefully analyzed, the Catalog is an indispensable resource for anyone seeking Federal funding. It is important to realize that it is only a beginning; it should be used as a catalyst, and all information will need to be checked to ensure it is current and accurate. This government-wide publication contains Federal domestic assistance programs which must be requested or applied for.

As the basic reference source of Federal programs, the Catalog assists users in identifying programs which meet the specific objectives of the potential applicant and helps in obtaining general information on assistance programs and other resources available from the Federal government. The term assistance refers to the transfer of money, property, services, or anything of value, the principal purpose of which is to accomplish a public purpose of support or stimulation authorized by Federal statute.

The catalog is divided into four basic sections:

- I. Introduction
- II. Indices
- III. Program Descriptions
- IV. Appendices

I. INTRODUCTION

This section has been expanded recently, increasing its value considerably. Several significant improvements include: additional material on how to use the catalog, definition of the types of assistance, a chart diagramming the process/procedures in applying for Federal assistance, a section on suggestions for proposal writing and following grant procedures, and descriptions of the various Office of Management and Budget (OMB) circular requirements.

II. INDICES

To locate specific programs of interest, and to determine eligibility, users should consult the various indices. Each one has a specific function and you should be familiar with all of them to use the catalog most effectively. Each

program is catalogued by a five-digit identification number which you must include when requesting program packets and additional information. The first two digits in the CFDA identification number identify the Federal department or agency that administers the program, the third digit identifies the subdivision of the agency, and the last two numbers are assigned in numerical sequence as new programs are initiated.

AGENCY INDEX -- lists all programs in numerical order by the five-digit program identification number, under the agency responsible for administering the program.

APPLICANT INDEX -- indicates eligibility by program. Eligibility category listings include: Individual, Local, Nonprofit, State, U.S. Territories and Native Americans.

FUNCTIONAL INDEX -- lists programs by basic category and sub-category preceded by the program number. This index is preceded by a summary which lists all programs by 20 basic functional categories grouped by primary purpose, and 176 sub-categories which further identify specific areas of interest.

COMMUNITY DEVELOPMENT

HISTORICAL PRESERVATION

- 10.426 Area Development Assistance Planning Grants (B)
- 11.300 Economic Development-Grants and Loans for Public Works and Development Facilities (B,E)
- 11.307 Special Economic Development and Adjustment Assistance Program—Long-Term Economic Deterioration (B)
- 13.923 Institute of Museum Services (B)
- 14.218 Community Development Block Grants/Entitlement Grants (A)
- 14.219 Community Development Block Grants/Small Cities Program (B)
- 15.403 Disposal of Federal Surplus Real Property for Parks, Recreation, and Historic Monuments (K)
- 15.405 National Registry of Natural Landmarks (J)
- 15.410 Historic American Buildings Survey (J,K,L)
- 15.411 Historic Preservation Grants-in-Aid (B)
- 15.412 Archeological Investigations and Salvage (P)
- 15.413 Historic American Engineering Record (J,K,L)
- 15.414 National Historical Landmark (J)
- 15.415 Technical Preservation Services (J,K,L)
- 15.416 National Register of Historic Places (K)
- 15.906 Park and Recreation Technical Assistance (K,L)
- 39.002 Disposal of Federal Surplus Real Property (H)
- 39.004 National Archives Reference Services (I,K,L)
- 39.006 National Historical Publications and Records Grants (B)

The alphabet(s) in parentheses following the program title show the type(s) of assistance available through that program; i.e., A - Formula Grants; B - Project Grants; C - Direct Payments for Specified Uses; etc. A complete listing can be found in the Introduction section.

POPULAR NAME INDEX -- a two-part index, alphabetic and numeric, which lists programs according to the name most commonly used by agencies or applicants when referring to a program.

SUBJECT INDEX -- provides a detailed listing of programs by various topics, general functional terms, categories of services, and selected beneficiaries. It is important to look through this index item by item at least once; you may find some unexpected sources of support for your program.

CULTURAL AFFAIRS

Arts

administrative, management improvement grants for cultural organizations and institutions, 45.013
 architecture and environmental design, 45.001
 art education materials, 68.001
 Arts and Artifacts Indemnity, 45.201
 artworks in public places, 45.009
 grants to provide capital improvements for cultural facilities, 45.013
 Challenge Grants, 45.013
 citizen involvement, planning cultural development in communities, 45.013
 craftsmen, assistance to, 45.009

Other listings that you should be aware of:

DELETED PROGRAMS

ADDED PROGRAMS

CHANGES TO PROGRAM NUMBERS AND TITLES

III. PROGRAM DESCRIPTIONS

After you have located specific programs of potential interest, you should consult the Program Descriptions which are listed in numerical order. Each program description provides you with detailed information divided into several categories; an explanation of each category can be found in the Introduction section of the catalog.

PROGRAM NUMBER, TITLE AND POPULAR NAME -- it is imperative that you refer to this sequence when writing for program information in order for the agency to properly respond to your request.

FEDERAL AGENCY -- lists the department and general subdivision of the department that is responsible for the program. This information may be of limited value if there are many divisions. To determine who actually runs the program you should look at the "Headquarters Office" section under INFORMATION CONTACTS. To fully understand the organizational structure of Federal Departments, you could consult the "U.S. Government Manual" and the "Congressional Directory."

AUTHORIZATION -- lists the legal authority upon which a program is based. Reading the legislation can help to explain the background and general purpose of a program. Recent amendments could indicate new areas that will be funded. A program in the process of changing is advantageous, as it presents an opportunity for an organization which has not previously been funded. Recent laws that may have changed a program often are not reflected in the catalog.

OBJECTIVES -- indicates what the program is intended to accomplish or the goals toward which the program is directed. Often you will need to get more information regarding the program to actually understand what the objectives are. You must determine if the program's objectives are similar to yours and fit your organization's needs. A clear understanding will assist you in both determining the relevance of a program and the development of an appropriate proposal.

SAMPLE PROGRAM DESCRIPTION -- CATALOG OF FEDERAL DOMESTIC ASSISTANCE

13.571 IMPROVEMENT IN LOCAL EDUCATIONAL PRACTICE

FEDERAL AGENCY: OFFICE OF EDUCATION, DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

AUTHORIZATION: Elementary and Secondary Education Act, Title IV, Part C, as amended by Public Law 95-561; 20 U.S.C. 1831.

OBJECTIVES: To provide assistance to local educational agencies to improve their educational practices.

TYPES OF ASSISTANCE: Formula Grants.

USES AND USE RESTRICTIONS: Use of funds is defined as follows: expended to provide assistance to local educational agencies for activities that will improve their educational practices, including (1) development and demonstration of activities addressing serious educational problems such as the need for effective programs for children with special needs (e.g., educationally deprived, gifted and talented, and handicapped, children); high rates of children who do not complete secondary school; need of children in non-public schools for improved educational services (2) encouraging development and demonstration of improved means of carrying out programs for educationally deprived children in areas with large concentrations of low-income families; (3) activities to improve achievement of children in basic skills; (4) activities to encourage parental participation; (5) development of diagnostic methods for assessing achievement of children, including those in nonpublic schools; (6) professional development programs for teachers, administrators and other instructional personnel; (7) early childhood and family education programs; (8) expanding education beyond the school building; (9) encouraging innovation and improvement in compensatory education efforts. In fiscal year 1980, 5 per cent, and in fiscal year 1981, 10 percent of any increase in the funds available over fiscal year 1979 must be used to improve school management and coordinate all resources to improve means of meeting individual needs of every child in the school; 50 per cent of such increase must be used to advance the purposes set out in (1) above. Fifteen percent must be spent on special programs or projects for the education of children with specific learning disabilities and handicapped children; and expenditures for programs and projects for non-public school children will be equal to expenditures for public school children. **JOINT FUNDING:** This program is considered suitable for joint funding with closely related Federal financial assistance programs in accordance with the provisions of OMB Circular No. A-111. For programs that are not

identified as suitable for joint funding, the applicant may consult the headquarters or field office of the appropriate funding agency for further information on statutory or other restrictions involved.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Any State desiring to receive funds from Part C must establish a State Title IV Advisory Council and submit a State plan designating the State educational agency as the sole administrator of the plan. The State Program Plan (submitted not more than once in three years) must provide assurances for non-public participation, provide for State Advisory Council and SEA evaluation of programs and projects, every three years, provide assurances that Federal funds will not be commingled with State funds.

Beneficiary Eligibility: Beneficiaries include State and local educational agencies; elementary and secondary, public and non-public school children; and elementary and secondary, public and non-public school teachers.

Credentials/Documentation: A State Plan is required than once every three years. No specific due date is established, except that the effective date of approval cannot be earlier than July 1, or the date submitted, whichever is later. Costs will be determined in accordance with FMC 74-4 for State and local governments.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Prior to submitting the Program Plan, the State must consult with the Title IV State Advisory Council and submit a general application. It must publish the plan for 60 days before submission.

Application Procedure: (1) Selection of an ESEA Title IV State Advisory Council, and certified to U.S. OE; (2) Preparation ESEA IV Annual Program Plan in accordance with prescribed format; (3) Approval of Plan by U.S. Commissioner of Education.

Award Procedure: Funds are released on July 1, if the application and program plan have been approved by U.S. Commissioner of Education, State agencies then award grants to local educational agencies whose project proposals have been approved by the State agency in accordance with the provisions of the approved plan. Notification of awards must be made to the designated State Central Information Reception Agency in accordance with Treasury Circular 1082.

Deadlines: None.

Range of Approval/Disapproval Time: 30 to 90 days.

Appeals: The U.S. Commissioner of Education shall not disapprove an ESEA IV application or State plan without providing reasonable notice and an opportunity for a hearing.

Renewals: Funds granted annually.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Funds allocated to states based on the ratio of State's 5 to 17 age population to the total population of the United States. Hold-harmless provisions at previous years level for each State. No matching requirements.

Length and Time Phasing of Assistance: Funds available for 27 months; released through Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: An after-the-fact annual performance and financial report is required at the end of each fiscal year.

Audits: Audits are conducted by GAO and DHEW Audit Agency. The frequency varies.

Records: Retention period 5 years after completion of undertaking.

FINANCIAL INFORMATION:

Account Identification: 75-0279-0-1-501.

Obligations: (Grants) FY 78 \$192,176,588; FY 79 \$197,400,000; and FY 80 est \$197,400,000.

Range and Average of Financial Assistance: \$840,537 to \$17,817,526; \$3,749,801.

PROGRAM ACCOMPLISHMENTS: In fiscal years 1978, an estimated 7,800,000 public and private school children in 2,000 local school districts will be served by this program. An estimated 8,400,000 children will be served in fiscal year 1979 and an estimated 8,400,000 children will be served in fiscal year 1980.

REGULATIONS, GUIDELINES, AND LITERATURE: Regulations - DHEW, OE - 45 CFR Parts 100 C, 134, Program Plan format may be obtained from U.S. Office of Education, Bureau of Elementary and Secondary Education, Division of State Educational Assistance Programs, 400 Maryland Avenue, S.W. ROB-3, Room 3010, Washington, DC 20202.

INFORMATION CONTACTS:

Regional or Local Office: Not applicable.

Headquarters Office: Dr. Alpheus White, U.S. Office of Education, Bureau of Elementary and Secondary Education, Division of State Educational Assistance Programs, 400 Maryland Avenue, S.W. ROB-3 Room 3010 Washington, DC 20202. Telephone: (202) 245-2592.

RELATED PROGRAMS: 13.486, Strengthening State Educational Agency Management; 13.570, Libraries and Learning Resources.

EXAMPLES OF FUNDED PROJECTS: Not applicable.

CRITERIA FOR SELECTING PROPOSALS: Not applicable.

TYPES OF ASSISTANCE -- there are 16 types of assistance, 8 financial and 8 non-financial. A letter-coded descriptive listing can be found in the Introduction section of the catalog. Although your primary interest will probably be project grants, you should not overlook other types of assistance, e.g. various forms of technical aid. Receiving such assistance can help your organization establish contacts with Federal agencies, gain visibility, as well as eventually obtain financial assistance.

USES & RESTRICTIONS -- describes the possible uses for the assistance provided and any restrictions. It will also indicate whether the program is suitable for joint funding. Since this section translates the objectives into specific types of projects that may be funded, it can help you obtain a clearer understanding of a particular program's purpose.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility -- indicates who can apply to the Federal Government for assistance and the criteria they must satisfy.

Beneficiary Eligibility -- lists the ultimate beneficiaries of a program, the criteria they must satisfy and who specifically is not eligible. This section is particularly relevant to fully comprehend programs which first pass through state or local governments.

Credentials/Documentation -- states what the applicant will have to prove or certify prior to, or along with, an application. Often it will specify points that you must include in your proposal.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination -- indicates whether any prior coordination or approval is required with governmental or nongovernmental units prior to submission of a formal application.

Application Procedure -- discusses the basic procedural steps required.

Award Procedure -- lists the basic procedural steps for awarding assistance. Also indicated is whether assistance passes through the initial applicant for further distribution by intermediate level applicants to groups or individuals in the private sector.

Deadlines -- this sub-section is important, but often the information provided is not adequate. More accurate application deadline information can be obtained in the agency's program guidelines, in the Federal Register, or by contacting the funding agency.

Range of Approval or Disapproval Time -- lists the representative range of time required for the application to be processed.

Appeals -- where applicable, discusses appeal procedures or allowable rework time for resubmission of applications. Appeal procedures vary with individual programs.

Renewals -- indicates whether renewals or extensions are available and lists the procedures.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements -- indicates requirements prescribed in the allocation of funds. Usually Federal funds can be matched by cash and/or in-kind contributions (space, equipment, volunteer time, etc.). Various Federal Management Circulars discuss aspects of cost sharing.

Length and Time Phasing of Assistance -- describes time period in which assistance is available, any restrictions placed on the time permitted to

use the funds awarded, and the timing of disbursements, e.g. lump sum, annually, quarterly, or as required.

POST ASSISTANCE REQUIREMENTS:

Reports -- indicates whether program, expenditure, cash reports or performance monitoring is required, and specifies at what intervals.

Audits -- discusses type, frequency, and time periods audits are required.

Records -- indicates the record retention requirements.

FINANCIAL INFORMATION:

Account Identification -- identifies where in the Federal budget the program is funded, type of funds involved, timing of transmittal and functional classification.

Obligations -- lists dollar amounts for the past, and estimates for the current and coming fiscal years.

Financial Assistance -- lists the representative range (smallest to largest) and average amount of awards.

This section illustrates the primary limitation of the catalog -- its inability to provide information as current as you need to successfully obtain funding. You will need to know how much money, if any, a program has available and when. This information will allow you to submit your application at the time when it has its best chance of being funded. Your chances of funding are nil if a program has already committed its authorized funds for the current fiscal year. Contacts with Federal agency staff and other sources of information are quite important in this regard as the Catalog is prepared with a good deal of lead time.

The information in the section is valuable in that it shows you the year-to-year funding trend. If the trend is downward, the agency will probably use its funds to continue funding previously supported projects. If the trend is upward, however, your chances are considerably improved.

PROGRAM ACCOMPLISHMENTS: briefly describes the program results achieved, or services rendered. This section can assist you in determining the concerns of the administering agency and what specific types of projects are being supported by this program.

REGULATIONS, GUIDELINES & LITERATURE: lists pertinent published information regarding that program, e.g., guidelines, handbooks, manuals, etc. Since program regulations are published first in the Federal Register (FR) and later in the Code of Federal Regulations (CFR), citations to the CFR are listed. The CFR can be found in most major libraries.

When writing for information you must name the specific program and its CFDA number. You should also ask to be put on the mailing list, as well as request a funding history and any other relevant information/publications.

INFORMATION CONTACTS:

Regional or Local Office -- lists agency contact person, address and telephone number of the Federal, regional or local office. Most major agencies have regional offices and often funding decisions are made at that level. Personal contact is absolutely essential to find out how the funds flow, who is responsible for what and whether money is currently available, etc.

Headquarters Office -- lists names, addresses and telephone numbers for those with direct operational responsibility for program management.

RELATED PROGRAMS: lists all closely related programs with similar objectives and program uses. This cross-indexing system may lead to other programs which provide additional project assistance.

EXAMPLES OF FUNDED PROJECTS: indicates the different types of projects which have been funded in the past. This list will provide you with an idea of the kind of projects that are suitable for funding.

CRITERIA FOR SELECTING PROPOSALS: indicates the criteria used to evaluate proposals.

IV. APPENDICES

This last section of the Catalog contains six appendices which provide additional necessary information for applicants:

APPENDIX I -- PROGRAMS REQUIRING CIRCULAR COORDINATION:

The Office of Management and Budget (OMB) now requires that certain programs be reviewed by State and areawide agencies. This system is designed to unify the review and administration of programs, as well as promote consistency and coordination among the different agencies and levels of government. A description of each OMB and Treasury Department circular can be found in the Introduction section of the catalog.

APPENDIX II -- AUTHORIZATION APPENDIX: tells which programs are authorized by what legislation.

APPENDIX III -- COMMONLY USED ABBREVIATIONS AND ACRONYMS.

APPENDIX IV -- AGENCY REGIONAL AND LOCAL OFFICE ADDRESSES.

APPENDIX V -- SOURCES OF ADDITIONAL INFORMATION CONTACTS.

APPENDIX VI -- PROGRAM APPLICATION DEADLINES.

Supplements to the CFDA will be printed twice this year; the first is currently available. These supplements highlight new programs and provide the most current information. In addition, listings of deleted and modified programs are included. Again, it is important to remember that the Catalog is a starting point and it is essential that you check all information with the administering agency.

The catalog can be located at the following places:

-- Congressional Offices

-- Federal Information Centers

In N.Y.C.

Federal Building
26 Federal Plaza
Room 1-114
New York, N.Y. 10007
(212) 264-4464

-- Federal Regional Councils

N.Y.C. is located in Region 2:

26 Federal Plaza
Room 3502-B
New York, N.Y. 10007
(212) 264-1011

-- Depository Libraries for U.S. Government publications (check with your local library).

-- A copy is also available at the Resource Center.

4. TECHNICAL ASSISTANCE

There is a network of technical assistance services available for guidance in proposal development. Additional expertise is provided for certain specialized organizations. Services include consultation, information, and publications and are appropriate catalysts for particular program areas.

Women's Action Alliance
370 Lexington Avenue
New York, N.Y. 10017
(212) 532-8330

The Alliance works with women's groups and issues in their efforts toward successful programming. A technical assistance service has been initiated in response to demands for expertise in program development and administration. The Alliance acts as a broker between women's groups and technical assistance providers.

Proposal Critique Service

This advisory service critiques grant proposals submitted by organizations whose programs have an impact on women. Volunteers who are grant-makers critique the proposals. The volunteer network represents more than 70 foundations and corporations across the country.

Proposals are sent to the Alliance where they are sent out to a volunteer with expertise in a similar granting area. Suggestions and criticisms are made on the proposal. In addition, relevant funding sources may be included.

The completed cycle takes three weeks. A service charge of \$5.00 covers postage and handling and should be sent along with your proposal to the above address, attention Proposal Critique Service.

Referral Service

Whenever possible, the Alliance matches their constituents' inquiries to resources, information, or publications needed to further program development.

For more information on these services, contact at the above address:

Wanda Wooten
Technical Assistance Program

Publications

In addition to services, the Alliance publishes pamphlets on various "how to" subjects in program development.

"Getting Your \$hare: An Introduction to Fundraising"

An updated and expanded version of this pamphlet will be available by January 1980. Takes grant-makers through all steps of foundation and corporate fundraising. Tips on proposal writing and establishing contact are given. A proposal checklist and an annotated source directory will be included.
Price: \$2.00

"How to Make the Media Work for You"

A guide which outlines the major tools of public relations. Press releases, talking to the media, and letters to the editor are some of the tactics discussed. Sample press releases and events brochures are included.
Price: \$3.00

Citizens Committee for New York City
3 West 29th Street
New York, N.Y. 10001 (212) 578-4747

Patricia Allen will review proposals of small organizations, mainly those that focus on youth programs. Inquiries should be made by phone.

Publications

"Basic Proposal Outline"

A guide designed for groups writing their own proposals with little outside assistance. Important steps are outlined and exemplary proposal plans are included.

Price: \$.50

"Federal Grantsmanship for Neighborhood Groups"

A publication outlining Federal programs possibilities for neighborhood groups. Defines basic uses and criteria of Federal grants.

Price: \$.50

"Funding Neighborhood Programs"

This publication offers 101 ideas for grassroots fundraising and covers topics such as block parties and donation days. Tips are given for successful public and private fundraising.

Price: \$1.25

"Youth Book-Models and Resources for Youth Programs"

Lists 250 programs many of which are arts related. Available in February 1980.

Price: \$3.50

Greater New York Fund
Community Service Department
99 Park Avenue
New York, N.Y. 10016
(212) 557-1068

Lenore Glickhouse will provide information/consultation by phone, focusing mainly on health and social welfare organizations. She will also review proposals, which requires a group to call first. There is a waiting list and you should allow time for this in your scheduling.

Urban Coalition
Community Outreach Department
1515 Broadway
New York, N.Y. 10036
(212) 921-3539

This department will provide technical assistance with fundraising as well as proposal review. A written inquiry should be sent to the Director, Jose Ferrer.

5. HISTORIC PRESERVATION GRANTS-IN-AID FOR ACQUISITION AND DEVELOPMENT PROJECTS (CFDA#15.411)

Department of Interior

Heritage Conservation and Recreation Service

The National Historic Preservation Act of 1966 established a program of matching grants-in-aid to states and territories for projects which preserve and protect properties listed in the National Register for Historic Places. Private and public owners receive grants to acquire or develop these properties. In New York State, the Division for Historic Preservation, N.Y.S. Office of Parks and Recreation, administers these funds. For the fiscal year 1979, New York State offered \$1,208,000

to 39 applicants for acquisition and development of National Register structures.

Before the actual granting procedures can begin, you must have the property recognized on the National Register, the official list of the nation's cultural resources which are worthy of preservation. To be considered for the National Register, properties must meet specific criteria deeming them historically, culturally, or architecturally significant in America. Districts, sites, buildings, structures, and objects are eligible.

State Procedures for Nomination to the Register

National Register proposals are usually an outgrowth of systematic, comprehensive, community-wide inventories of historic sites. Preservation groups, planning agencies, and interested individuals conduct inventories in conjunction with a statewide survey program. These inventories are the base data of the National Register program. Sites can also be suggested by staff members of the Division for Historic Preservation, forwarded through regional headquarters of the Office of Parks and Recreation, or suggested by other private or municipal preservation agencies. There are a variety of ways to attract attention to your site.

When proposing a property for nomination to the National Register, please state whether your property is a district, single site, building or structure. Applications must be submitted to the New York Field Office. To obtain an application, contact:

New York Field Office
Division 4
Historic Preservation Field Services Bureau
Agency Building #1
Albany, N.Y. 12238
(518) 474-0479

If the staff at the Division of Historic Preservation determines that a site warrants consideration, the property owner and local elected official are notified in writing. If property is a large district, notification is published in the local newspaper.

The Division of Historic Preservation then conducts on-site inspections. Data are gathered such as photographs, maps, and documentation of the relative significance of the property. If appropriate, boundary and structural information is required. Local groups may submit materials to aid in the inspection.

Once sufficient information is available on the significance of a site, the name of the property is placed on the agenda for consideration by the Committee on the Registers. Staff members from the Division of Historic Preservation present the site and document the relative significance of the property, surrounding area, and locality. Recommendations are circulated in the form of minutes to the full Board for Historic Preservation. If there are no objections within 15 working days, the finding becomes the official recommendation and is then forwarded to the State Historical Preservation Officer (a Federal Preservation Representative and governor appointee):

Orin Lehman
Commissioner
Office of Parks and Recreation
Agency Building #1
Empire State Plaza
Albany, N.Y. 12238
(212) 474-0479

Financial assistance for the acquisition or development of historic properties is provided for the benefit of the general public. By a legally binding preservation agreement attached to the property deed, owners agree to maintain the property without substantial alteration for up to 20 years depending on the amount of funds provided. Unless the grant-supported work is visible from the public way, the property is to be open for public view 12 days a year. If the property is sold, owners of properties acquired with grant assistance must give the State, through the State Historic Preservation Officer, first opportunity to purchase.

Uses of grants-in-aid include:

- Purchase
- Protections
- Stabilization
- Preservation
- Restoration
- Reconstruction

Each of these uses has particular standards which must meet the Secretary of Interior's Standards for Historic Preservation Projects. Copies of the standards for preservation projects are available at no cost from Commissioner Orin Lehman (listed above). Continuing costs of property maintenance following the completion of grants-assisted work are not eligible under the program.

Project proposals must be submitted by May 15, 1980 to the Regional Grant-in-Aid representative (listed below) where they are reviewed and then sent to the Heritage and Conservation Recreation Service for approval at the State level. The State selects eligible projects and forwards the list to Washington for final approval. At this stage, the project sponsor submits formalized specifications and detailed plans to the State Historic Preservation Officer.

Final approval must be obtained from the State, the Heritage Conservation and Recreation Service, and the Federal government. Regional Grant-in-Aid representative Edward Nicholas should be contacted at this stage for guidance on eligible costs, application procedures, and grant requirements. Progress Reports, Payment Requests, and Completion Report are required at certain stages of the project.

To obtain a program packet, contact:

Edward Nicholas
Regional Grant-in-Aid Representative
State Parks and Recreation Commission
for the City of New York
1700 Broadway, 11th floor
New York, N.Y. 10019
(212) 977-8240

6. HISTORIC PRESERVATION AND RESTORATION

A comprehensive information packet was recently put together by the Development Office to augment a proposal writing workshop held under the auspices of the Metropolitan Historic Structures Association.

The following topics were covered:

- General Grant Programs for Historic Structures
- Programming and Management Grants
- Exhibition and Performance Grants
- Other Grant Programs
- Community and Neighborhood Development
- Technical Assistance and Information
- Bibliography of Relevant Publications

- 25 - HEW, Gifted and Talented Children's Education Program Professional Development - New Projects
- 28 - HEW, Arts Education Program (extended deadline)
- 29 - HEW, Fund for Improvement of Post-Secondary Education - Comprehensive Program, Preliminary proposal due (other programs have been phased out)

FEBRUARY

- American Express Foundation (apply end of February through beginning of March)
- 1 - NY Council for the Humanities - Final proposal due (March 4 Council meeting)
- 1 - NEH, Special Program Development
- 1 - ESEA, Title IV, Part C - Developer Grant
LEA application due at NYS Education Department
- 15 - NEH, Research Conferences
- 18 - NEH, Division of Public Programs - Public Library Program
 - Media Program
 - Museums and Historical Organizations Program
- 29 - HEW, Basic Skills Program

MARCH

- Astor Foundation Board meets
- Ford Foundation Board meets
- American Express Foundation (apply through the beginning of March)
- NEA, Literature-Distribution and Promotion (no formal deadline date for this new program; they recommend a March application)
- 1 - NEA, Expansion Arts - Regional Tour Events
 - Summer Projects
- 1 - NEH, Fellowship Support to Centers for Advanced Study
- 1 - NEH, Special Projects
- 1 - NEH, General Research Program
- 4 - NY Council for the Humanities - Proposal Review Board meets
- 10 - HEW, Community Education Program - New Projects

APRIL

- Robert Sterling Clark Foundation Board meets
- Helena Rubinstein Foundation Board meets
- 1 - NY Council for the Humanities - draft proposal due (June 17 Council meeting)
- 1 - NEH, Elementary and Secondary Education Program
- 1 - NEH, Summer Seminars for College Teachers - Participants deadline
- 2 - NEA, Museums - Wider Availability of Museums Program
 - Cooperative Programs
 - Special Exhibitions Program
- 8 - HEW, Fund for the Improvement of Post-Secondary Education - Comprehensive Program, (other programs have been phased out)

MAY

- Astor Foundation Board meets
- 1 - New York Council for the Humanities - final proposal due (June 17 Council meeting)
- 1 - NEA, Dance - (notification of intent to apply: Jan. 15, 1980)
 - Grants to Dance Presenters
 - Other Dance Programs
- 1 - NEH, Office of Special Programs - Program Development Projects
- 12 - NEA, Work Experience Internship Program (for Fall 1980)
- 15 - NEH, Division of Research Grants - Research Publications
- 15 - DOI, Historic Preservation Grants-in-Aid
- 25 - NEA, Opera-Musical Theater - Professional Companies
 - Regional Touring (pilot)
 - Services to the Art

ALL INFORMATION IS AS CURRENT AS POSSIBLE

DEADLINE DATES SHOULD BE CONFIRMED

So that we may provide you with the most informative newsletter possible, your suggestions would be appreciated. Any relevant items for inclusion can be sent to:

Funding News
Development Office
Department of Cultural Affairs
830 Fifth Avenue
New York, N.Y. 10021

NOTE DEADLINE OMISSION: MARCH 7, 1980 - INSTITUTE OF MUSEUM SERVICES

FEBRUARY

In addition to FUNDING NEWS, a quarterly publication, the Development Office has established a Resource Center which provides access to information regarding public and private sources of funding, technical assistance and services. An appointment form is included for your use. At this time, staff limitations do not allow us to offer direct consultation. However, we do review your appointment form and, whenever appropriate, provide suggestions on funding possibilities. Be specific and comprehensive when describing the activities for which you are seeking funds.

APRIL

The Development Office would like to make sample proposals available for review at the Resource Center. In this way an organization can see how others have approached a particular funding source. Your cooperation will be necessary to make this a reality. An organization that would like to submit a proposal for inclusion should send along any relevant support material:

- o Reviewers comments
- o Outcome
- o Progress/Final Reports
- o Etc.

RESOURCE CENTER APPOINTMENT FORM

CITY OF NEW YORK
DEPARTMENT OF CULTURAL AFFAIRS
DEVELOPMENT OFFICE
830 FIFTH AVENUE
NEW YORK, NEW YORK 10021

NAME OF ORGANIZATION:

ADDRESS:

TELEPHONE:

NAME:

TITLE:

Brief description of activities for which you are seeking funds
(use other side or additional sheet if necessary)

Specific information which you need:

Funding sources for which you are developing a proposal:

Time you would like to come:

(Please list at least two)

Date:

Date:

Date:

Time:

Time:

Time:

We will call to confirm your appointment. If we do not have the requested information, we will attempt to obtain it and/or refer you to the appropriate source.

FILES REQUESTED:

THIS SIDE TO BE FILLED OUT AT DCA

GOVERNMENT

FOUNDATION

CORPORATE

SUBJECT

BOOKS/PERIODICALS REQUESTED:

DID YOU FIND THE RESOURCE CENTER HIGHLY USEFUL USEFUL NOT USEFUL

DO YOU PLAN TO USE THE CENTER AGAIN? YES NO

DID YOU FIND THE KIND OF INFORMATION YOU WERE SEEKING YES NO

IF NO, WHAT INFORMATION WERE YOU SEEKING:

COMMENTS:

FILES REQUESTED

THIS STATEMENT FILLED OUT BY

GOVERNMENT

FOUNDATION

CORPORATE

SUBJECT

DATE/PERIOD DATE REQUESTED

DO YOU HAVE ANY RESOURCE CENTER

VERY USEFUL

EXAMPLE NOT USEFUL

DO YOU HAVE THE CENTER ACQUISITION

DO YOU HAVE THE KIND OF INFORMATION YOU WERE SEEKING

Dennis Paul
Development Officer
N.Y.C. Department of Cultural Affairs
830 Fifth Avenue New York, N.Y. 10021

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Henry Geldzahler, Commissioner