



**LOWER MANHATTAN COMMUNITY AND CULTURAL ENHANCEMENT
PROGRAM – ANSWERS TO FREQUENTLY ASKED QUESTIONS**
October 12, 2010; Updated October 27, 2010
(see additions on page 6)

Lower Manhattan Development Corporation issues the following answers to the questions asked regarding the Lower Manhattan Community and Cultural Enhancement Program (Program).

Applications

- Q. Is it possible to get the application coversheet in a format that can be filled in on the computer?
A. Not at this time.
- Q. Can organizations submit multiple applications for different programs or projects?
A. Yes. If the programs or projects are separate and distinct, then separate applications are required for each.
- Q. Can a group submit an application for funding and also be involved in another group's application for funding?
A. Yes.
- Q. If our budget for FYE 2012 will not be available until some time in 2011, what should we submit?
A. The organization's estimated budget for FYE 2012 should be provided.
- Q. Will this be a 2-tiered process in which applicants for the November 5th deadline are selected to submit more detailed proposals before grants are awarded?
A. No. Funding proposals will be evaluated based on the completeness of the application and supporting documentation submitted by November 5, 2010.
- Q. If my organization is working with a partner on a proposal is it required to have a letter of commitment from that organization?
A. There are no requirements for letters of commitment, however a sufficiently-detailed explanation of the relationship should be provided.
- Q. Will press, printed material, and work samples such as DVDs be considered?
A. All material submitted as part of the application relevant to the criteria set forth in the Program Guidelines will be considered and evaluated.



- Q. Is there a page limit on the attachments, letters of support, etc. that an organization can submit?
- A. No. Please refer to the Program Guidelines for guidance on page limits for individual components and what to include in your application.
- Q. What are the low and moderate-income limits for this program?
- A. The definitions for the low and moderate-income limits can be found at:
<http://www.renewnyc.com/content/pdfs/20101018151641785.pdf>
- Q. If my organization is not located in Lower Manhattan, but my project serves the Lower Manhattan community can I apply?
- A. Yes, so long as the proposed program or project is located in Lower Manhattan, meaning anywhere south of Houston Street from river to river.
- Q. Is it a requirement to be a 501(c)(3) nonprofit entity to apply?
- A. Only government entities and organizations with not-for-profit status under Internal Revenue Code Section 501(c) are eligible to apply.
- Q. Can an organization submit an application if it has 501(c)(3) status through the fiscal sponsorship of another organization?
- A. All applicants must be either an official not-for-profit organization or government entity. An organization with Internal Revenue Code 501(c) status may accept grant funds for the benefit of another entity, as a party to a subrecipient agreement with LMDC and subject to compliance with all grant requirements in that agreement.
- Q. Can an organization that has already been awarded funds by LMDC receive funds from this Program?
- A. Yes.
- Q. Is there any minimum or maximum annual budget to qualify for the Program?
- A. No.
- Q. Are public schools eligible for funding for capital projects under this program?
- A. An appropriate non-profit or government organization can apply for funding to support capital projects at public schools in Lower Manhattan.

Program/Project Eligibility and Funding

- Q. Will the guidelines change after an Advisory Panel is established?
- A. No. Applications will be evaluated for their completeness and the substance of the information and supporting documentation submitted based on the criteria set forth in the Program Guidelines.



- Q. What types of capital projects or facilities are eligible for funding?
- A. Eligible projects are community or cultural facilities that (a) provide education, employment, economic development or health care services, (b) meet recreational or community gathering needs, and (c) demonstrate the ability to spur long-term Lower Manhattan revitalization, and benefit area residents, workers, businesses and visitors.
- Q. What specific types of programs are eligible for funding?
- A. Eligible programs are community or cultural programs that (a) provide education, employment, economic development or health care services, (b) meet recreational or community gathering needs, and (c) demonstrate the ability to spur long-term Lower Manhattan revitalization, and benefit area residents, workers, businesses and visitors.
- Q. Can an organization request funding for both programming and capital costs?
- A. Yes.
- Q. Can an organization request grant funds for a multi-year period?
- A. Yes.
- Q. Is it possible to apply for events and other activities such as workshops and for equipment for community use?
- A. Yes, you may submit applications for events and equipment as part of a defined project or program.
- Q. Can funding go toward either setting up a new public resource center or expanding existing space to provide the resources or services?
- A. Yes, LMDC will consider applications to support new or existing resource centers.
- Q. Can funds be requested for general operating support?
- A. No. Applicants may request support for specific programs and projects in the following categories: (1) Capital: Site acquisition or lease; (2) Capital: Construction; (3) Capital: Equipment; (4) Program: Event; and (5) Program: Service.
- Q. Can funds be requested for administrative costs?
- A. Yes. Administrative costs associated with the project or program can be requested.
- Q. For capital construction projects, can a portion of the funding be used to develop a building reserve for future maintenance of the facility?
- A. No.
- Q. Can services provided in Lower Manhattan be used by non-residents?
- A. LMDC will consider projects and programs located in Lower Manhattan that provide services to workers, visitors, and others in Lower Manhattan regardless of whether they reside in Lower Manhattan.



- Q. Can funding go for both expanding existing space and for existing programs?
A. Yes.
- Q. Can multiple services be provided in one location?
A. Yes.
- Q. Can capital or facilities projects include technology upgrades; i.e. telephone and computer systems?
A. Yes, you may include such costs in your grant application.
- Q. Can the Program pay for scholarships for community and cultural arts students?
A. Not for cash scholarships, but grants may include support for costs associated with allowing or expanding participation in an eligible project or program based on defined criteria.

Funding Priorities and Process

- Q. When will funding decisions be announced?
A. No specific date has been set.
- Q. How quickly can an organization hope to receive funding?
A. Grant recipients would receive funding after a subrecipient agreement is executed and in accordance with the terms of that agreement.
- Q. What is the timeframe for grant activities and expenditures relating to this program?
A. There are no predetermined timeframes for grant activities or expenditures.
- Q. Have any decisions been made as to how much funding will be given to each category?
A. Allocations for each type of funding have not been predetermined.
- Q. Will capital applications receive priority consideration over program or service applications?
A. No. Priority consideration will be given to only those applications as set forth in the Program Guidelines.
- Q. Do existing programs get priority consideration?
A. No. Priority consideration will be given to only those applications as set forth in the Program Guidelines.
- Q. Would an applicant receive priority consideration if it adds new components and sustains an existing program or only apply if a new program is created?
A. Only if the application satisfies the criteria for priority consideration as set forth in the Program Guidelines.



- Q. What does "building audiences" mean?
- A. Building audiences means the increase in beneficiaries of your program, facility or service by increasing utilization of an existing program or facility, increasing awareness or presence of an existing program or facility, increasing or expanding programming, and/or increasing capacity or expanding facilities.
- Q. Could you clarify the criterion "LMDC funding as a catalyst for funding"?
- A. This criterion addresses your organization's ability to use LMDC funding to obtain or secure funding from other sources, as may be necessary.
- Q. Can an organization apply for small grants?
- A. Yes. However, as noted in the Program Guidelines, applicants seeking funds outside the preferred range of \$100,000 to \$1,000,000 must provide a detailed explanation as to why the amount requested is outside of the range.
- Q. Are there any specific guidelines about matching funds?
- A. No. As noted in the Program Guidelines, LMDC will consider any available matching funds and may consider the possibility of requiring the organization to obtain matching funds.
- Q. Are funds provided directly by HUD or are they provided by LMDC?
- A. As noted in the Program Guidelines, the Program has been established by LMDC as a recipient of a grant from HUD and LMDC will require organizations to enter into a subrecipient agreement with terms and conditions that govern the scope and funding of the project or program.
- Q. Is there a set percentage of the project budget that will be funded by LMDC?
- A. Decisions on the percentage of the project or program budget funded will be determined based on the application.
- Q. Is funding available for lease acquisition, rent, and leasehold improvements?
- A. Yes, assuming that it relates to an eligible project or program and is a direct cost associated with that eligible project or program.
- Q. If an organization is applying for a capital project, are there any requirements pertaining to the length or the terms of the lease that is being proposed?
- A. Yes, capital projects must serve the public for no less than five years, but may be longer, as would be set forth in the project-specific grant subrecipient agreement.
- Q. If we have a shovel-ready project, is it necessary to comply with competitive bidding requirements?
- A. The answer depends on what LMDC is being asked to fund. Funding for construction projects is subject to environmental, procurement, and other federal regulations as generally outlined in the form of Subrecipient Agreement made available to the public.



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- Q. Can religious organizations make funding requests for capital projects?
A. Yes, as long as the request is for a facility or a portion of a facility that is dedicated to non-religious activities or uses.
- Q. Are public schools themselves eligible to receive grant money?
A. Yes, but not directly from the LMDC. As previously noted, Government and IRS recognized non-profit organizations may apply to support one or more public schools.
- Q. Can an organization that recently applied for non-profit status but has not received the paperwork yet apply and submit the documentation at a later time?
A. Yes, but no grant will be awarded to an organization unless official non-profit status is granted and documented proof of this official status is provided to LMDC.