



LOWER MANHATTAN COMMUNITY AND CULTURAL ENHANCEMENT PROGRAM

Lower Manhattan Development Corporation (LMDC) will administer the Lower Manhattan Community and Cultural Enhancement Program (Program) to make grants through a competitive process to not-for-profit and government organizations engaged in cultural or community programs or projects that benefit the residents, workers, and communities of Lower Manhattan. Lower Manhattan as defined by LMDC is the entire area of the island of Manhattan south of Houston Street. The Program will support cultural and community programs and projects in Lower Manhattan that would (a) meet the needs of Lower Manhattan residents, workers, and communities resulting from the events of September 11, (b) address or prevent blight, and/or (c) benefit low and moderate income persons.

Background

Following the attacks of September 11, 2001, LMDC was designated the recipient of a \$2 billion Community Development Block Grant (CDBG) from the United States Department of Housing and Urban Development (HUD) for World Trade Center disaster recovery and rebuilding efforts in Lower Manhattan. In December 2006, LMDC completed the allocation of the grant funds and issued a Final Action Plan.

LMDC now invites not-for-profit and government organizations to apply for grants from this Program.

LMDC will convene an Advisory Panel comprised of representatives knowledgeable about the needs of Lower Manhattan to review grant proposals. The Advisory Panel will review and make funding recommendations to the LMDC Board based on the guidelines set forth below. The LMDC Board will review the Advisory Panel recommendations for funding and make a final determination on which applications will be approved.

LMDC will inform applicants of approved proposals. All applicants whose proposals have been approved will be expected to execute a grant agreement with LMDC, substantially in the form of the attached Subrecipient Agreement.

Eligibility Criteria, Priorities, Objectives

Applications for the Program must meet the following eligibility criteria:

1. Applications must be submitted by not-for-profit or governmental organizations
2. Community organizations must seek funds for community facilities or programs that (a) provide education, employment, economic development or health care services, and/or (b) recreational or community gathering needs.

3. Cultural organizations must seek funds for projects and programs that provide cultural facilities or programming in Lower Manhattan and demonstrate the ability to spur long-term Lower Manhattan revitalization, and benefit area residents, workers, businesses and visitors.

Priority consideration will be given to applications that:

1. build audiences
2. encourage collaboration to strengthen quality of life in Lower Manhattan
3. enhance existing infrastructure or create new infrastructure
4. create and sustain multi-year programs
5. create and sustain jobs

The majority of grants will be made between \$100,000 and \$1,000,000. Applications for venture capital, debt relief, and/or fundraising activities and expenses are not eligible and will not be considered.

Additional Funding Criteria

Funding proposals will be evaluated based on the completeness of the application and supporting documentation to address the above criteria; in addition, the panel will consider the following:

Capital or Facilities Projects

In order to evaluate individual capital applications, the following will be considered:

1. Community need for the project
2. Organizational experience with comparable projects
3. Organizational capacity to manage grants
4. Financial status of project
5. Importance of LMDC support as a catalyst for other funding or support
6. Post completion operating plans

Program or Service Projects

In order to evaluate individual program applications, the following will be considered:

1. Community need for the program or service
2. Organizational experience with comparable projects
3. Organizational capacity to manage grants
4. Financial status of project
5. Importance of LMDC support as a catalyst for other funding or support
6. Sustainability of program or service after funding ends
7. Partnerships or strategic affiliations with other organizations.
8. Utilization of open spaces in Lower Manhattan

LMDC's allocation and expenditure of HUD CDBG funds is subject to federal and state regulations and requirements, including environmental review and auditing procedures.

Application Due Date

Applications must be received by LMDC no later than Friday November 5, 2010 3 PM.

Requirements

All funding applications must be made in writing. Organizations that have previously submitted funding proposals will be required to renew and update their materials as appropriate for submission by the aforementioned deadline. Each application must include the following:

1. **Application Coversheet** – Completed funding application cover sheet and proposal (*coversheet available at 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, its deliverables 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 8 copies of each item.

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

Questions and Deadline

- **Questions** – If you have any questions about the Lower Manhattan Community and Cultural Enhancement Program, please go to LMDC’s website (www.renewnyc.com) by Monday, October 4, 2010, 5 PM where you will find a section on Community and Cultural Enhancement Funds, and choose the link for questions and comments. The LMDC will post answers to questions in the form of a Frequently Asked Questions document on the LMDC website by Tuesday, October 12, 2010, 5 PM.

- **Deadline** – All submissions must be received by 3 PM on Friday, November 5, 2010 to qualify for funding. Submissions will be accepted by mail, overnight, and hand delivery. Electronic submissions will not be accepted. Submissions received after the deadline will not be considered.

Applications should be sent to:

Lower Manhattan Development Corporation
1 Liberty Plaza, 20th floor
New York, NY 10006
Attn: Lower Manhattan Community and Cultural Enhancement Program