



NonProfit  
HelpDesk

2024-2025

**Nonprofits:**  
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**NYC Discretionary Funding:**  
**Should you apply? And if so, how?**

February 12, 2025 / 7:00pm | FACILITATOR: TAMARA KESHECKI

# TAMARA KESHECKI

## Facilitator, Discretionary Funding



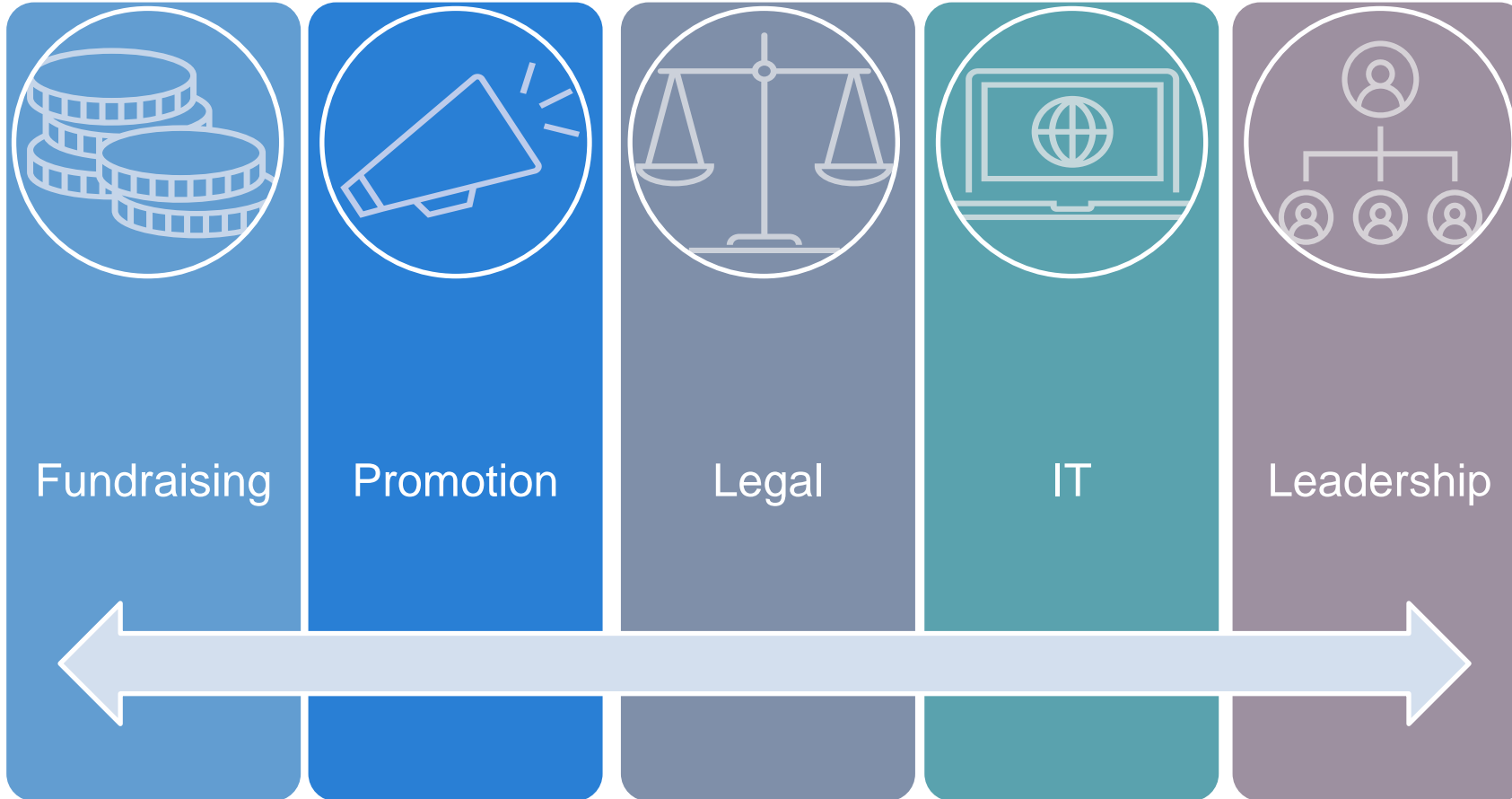
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NYC Discretionary Funding:  
Should you apply?  
And if so, how?

Co-Hosted by the  
Brooklyn Delegation of the  
NYC Council

Farah Louis & Chi Ossé,  
Co-Chairs



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# NYC Discretionary Funding: Should you apply? And if so, how?

Co-Hosted by  
**Council Members**  
**Alexa Avilés**  
**Chris Banks**  
**Crystal Hudson**



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# NYC Discretionary Funding: Should you apply? And if so, how?

Co-Hosted by  
**Council Members**  
**Darlene Mealy**  
**Inna Vernikov**  
**Jennifer Gutiérrez**



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# NYC Discretionary Funding: Should you apply? And if so, how?

Co-Hosted by  
**Council Members**  
**Justin L. Brannan**  
**Lincoln Restler**  
**Mercedes Narcisse**



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# NYC Discretionary Funding: Should you apply? And if so, how?

Co-Hosted by  
**Council Members**  
**Rita C. Joseph**  
**Sandy Nurse**



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# NYC Discretionary Funding: Should you apply? And if so, how?

Co-Hosted by  
**Council Members**  
**Shahana K. Hanif**  
**Susan Zhuang**



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# NYC Discretionary Funding: Should you apply? And if so, how?

The NonProfit HelpDesk and this technical support presentation series is funded through generous allocations from New York City Council Members including:

Speaker Adrienne Adams  
Council Member Justin Brannan  
Council Member Crystal Hudson  
Council Member Farrah Louis  
Council Member Ari Kagan  
Council Member Inna Vernikov  
Council Member Rita Joseph  
Council Member Susan Zhaung





Each year, Council Members allocate discretionary funds to not-for-profit organizations to meet local needs and fill gaps in City agency services. Thus, discretionary spending is a critical tool in meeting the needs of our communities.

Duly appropriated sum of money in the City's expense budget allocated to **eligible not-for-profit** organizations by the Council or a Council Member.

Unlike competitively awarded Agency contracts, discretionary funding contracts are awarded for a single fiscal year.

## Discretionary Funding Policies and Procedures

New York City Council

***Member Local Initiatives:*** Each Member and Borough Delegation receives and allocates an annual amount of discretionary funds, known as “local initiatives,” to meet the needs of their district, and Borough. Various factors including local needs, the Member’s request, and other considerations determine the allocation amount.

***City Council Local Initiatives:*** Organizations may apply for funding directly to the Speaker, or Members may request that the Speaker fund an organization whose scope of services exceeds their individual ability to fund or serves a larger geographical area. This is often referred to as the “Speaker’s list.”

***Member Aging Discretionary Funds:*** Each Member receives an annual amount to fund senior services in his or her district through the Department for the Aging.

***Member Youth Discretionary Funds:*** Each Member receives an annual amount for the provision of services for youth or community development through the Department of Youth and Community Development. For youth programs, services may only be provided outside of school hours.



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***Member Community Safety and Victim Services Initiative:*** Council Members receive an annual amount to provide programming and services that promote community/public safety and awareness. As well as to promote community fellowship, civic engagement and improved relations between law enforcement and the neighborhood.

***Citywide Initiatives:*** The Council may also initiate programs to address community needs that it feels are not adequately met by existing agency programming, or to extend the reach of agency programs to underserved communities or populations. In most cases, the Council provides funding to specific not-for-profit providers. These initiatives are usually citywide in scope, although they may focus on high-need communities or populations. The method of allocating funding varies by initiative and is at the discretion of the Council.



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# EXAMPLES

- Food distribution and hot meals programs
- Affordable, accessible mental health
- Recreational and cultural activities
- Youth programming: sports activities, educational classes and Workforce Readiness Assistance
- Community legal assistance
- Housing Justice, Immigration, and Civic Engagement programs and services
- Services to older adults including retired and senior volunteer programs
- Health Promotion Services



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# Eligibility



Discretionary funding is allocated **only** to not-for-profit, community-based social service providers and arts and cultural organizations.

## Eligibility criteria:

- not-for-profit incorporation;
- current registration with the New York State Attorney General's Charities Bureau (unless exempt); and
- valid Federal Employer Identification Number (EIN).



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- Not-For-Profit Business Records Searches
- News article searches
- Potential conflicts of interest
- Tax Warrant database searches
- Not-for-profit entity status;
- Compliance with State Charity registration requirements or certification that the organization is exempt from the registration requirements;
- Active Federal Employer Identification Number (EIN) from the IRS;
- Current IRS tax exempt status;
- Past evaluations of contract performance; and
- Review of organizations' use and public purpose of funds.

# Discretionary Funding: What Steps Should My Organization Take to Apply?

## PASSPort:

1. Get a NYC ID
2. Register on PASSPort
3. Apply for HHS Prequalification on PASSPort

## City Council Discretionary Portal:

1. Register for an account on the City Council Discretionary Portal
2. Complete the application on the portal

## Work with Council Offices:

1. Request a meeting with the Council Member(s) to which your organization is applying.
2. Contact each Council Member's office your organization is applying to and ask if they require any supplemental forms be completed.
3. Complete and submit supplemental forms as necessary.
4. Invite each Council Member to your site and/or events! Share the work you are doing in their community with them!



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# Fiscal Year 2026 Discretionary Funding Expense Application Filing Period

Please be advised that all not-for-profit community-based organizations that wish to apply for discretionary funding for FY2026 must submit a Council Application. The FY2026 application will be posted on the Council's website at this location on **Monday, January 6th, 2025** and the submission deadline will be on **Wednesday, February 19th, 2025**.

[Apply for FY2026 Discretionary Funding](#)

[Access Submitted and In-Progress Applications](#)

**DUE Wednesday, February 19th, 2025**



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New York City Council  
Discretionary Funding Application

### Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time users, please click on the "New Applicant" button found below.
- If you would like to make changes to a previously submitted application you may do so by clicking on the link provided in the system generated email that you have received after the application was submitted.

E-mail

New Applicant?

Password

Forgot Password?

Login

<https://council.nyc.gov/budget/>



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New York City Council  
Discretionary Funding Application

### New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 12 characters, with at least three of the following character types: Lower case, Upper case, Numeric, Special)

Confirm Password

Continue

[Return to login](#)



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Exit

1 Instructions

2 Organization and Contact Info

3 Request Details

4 Participation

5 Acknowledgement and Attachments

6 Review My Application

## Instructions

[Printer Friendly Version](#) | [E-mail Draft](#)

\* Required before final submission

### Instructions:

This application must be completed by an officer or employee of the organization applying for discretionary funding. All requests for funding must be submitted and will only be accepted through the Blackbaud portal. All sections of the application are mandatory unless otherwise noted. Applications should be accurate and complete. Please keep a copy of the completed application for the organization's records

Person(s) completing the application must be authorized by the entity, and have a comprehensive understanding of the organization in order to fully, truthfully and accurately complete the form(s).

All requests for discretionary funding submitted to New York City Council are considered public documents.



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# APPLICATION CHECKLIST

1. Federal Employer Identification Number (FEIN or EIN)
2. NYS Charities Bureau Registration Number
3. Annual Organization Operating Budget
4. Information/Documentation concerning inquiries, monitorships, government investigations, corrective action plans or audits (other than routine annual audit).
5. Organization's staffing information.
6. Program staffing information.
7. Certificate of incorporation (if incorporated on or after July 1, 2023)
8. List of Board Members and High/Executive Level Employees
9. Apply for Pre-Qualification in PASSPort



\* Is the FEIN currently being used or shared by another organization?

\* Has the FEIN ever been used or shared by another organization in the past?

\* If yes, please list the name of the organization(s) and time period(s), otherwise please answer N/A

\* Does the organization currently use or has the organization used an alternate or different FEIN?


If YES, please list alternate FEIN, otherwise please answer N/A

\* Is the entity tax exempt according to the Internal Revenue Service Code?

Is the organization's Internal Revenue Service tax exempt status current?

\* Was the FEIN/Tax exempt status revoked in the last 10 years?

If yes, please enter the date of the revocation.



\* Has the organization ever applied for Council funding in the past?

What is the date of incorporation?





\* Within the past five (5) years, has the organization been subject to an independent inquiry, monitorship, government investigation or audit by any local, state or federal government (including a current or past audit by the NYC Comptroller, a request for information and/or an inquiry by the Department of Investigation, and/or an audit/inquiry by a licensing agency) other than a routine audit?

\* Within the past ten (10) years, has a current or former principal, senior employee, and/or officer of the organization been convicted of a felony, misdemeanor and/or been found in violation of any administrative, statutory and/or regulatory provision?

If yes, please provide the details of the conviction or violation.

\* Does any current principal, employee and/or officer have any felony, misdemeanor and/or administrative charges currently pending?

If yes, please provide the pending charges.

\* Is the organization currently negotiating or operating under a Corrective Action Plan (CAP)?

\* If yes, please briefly explain the reason and purpose of the CAP.

\* Within the past five (5) years has the entity been required to comply with Corrective Action Plan (CAP)?

\* If yes, please briefly explain the purpose and status of the CAP.

\* Does the organization share office space, staff, equipment, or expenses with any other organization?

If YES, please name the organization(s) and the nature of the relationship



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### Request Details

\* Required before final submission

## Funding Information

\* Amount Requested

Minimum Award is \$5,000

Contracting Agency

<None> ▼

\* Is the organization seeking funding related to Speaker Initiatives and/or City-Wide Initiatives

Speaker Initiatives and/or City-Wide Initiatives List

Please choose up to 10

No Selection / Not Applicable ▼

<None> ▼

<None> ▼

<None> ▼

<None> ▼

<None> ▼

<None> ▼



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Contracting Agency

- <None>
- <None>
- Mayor
- MNBP
- BXBP
- BKBP
- QNBP
- SIBP
- OEM
- NYPL-R
- NYPL
- BPL
- QBPL
- DOE
- CUNY
- NYPD
- FDNY
- ACS
- DSS/HRA
- DHS
- MOCJ

Contracting Age

- <None>
- MOCJ
- NYCHA
- DFTA
- DCLA
- DYCD
- DOP
- SBS
- HPD
- DHMH
- HHC
- DSNY
- DOT
- DPR
- DCAS
- DANY
- DABX
- DABK
- DAQN
- OSNP
- PANY

Contracting Ag

- <None>
- HPD
- DHMH
- HHC
- DSNY
- DOT
- DPR
- DCAS
- DANY
- DABX
- DABK
- DAQN
- OSNP
- PANY
- PABX
- PABK
- PAQN
- PASI
- DASI
- DOITT
- DCWP



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# NYC Agency Acronyms

MNBP	Manhattan Borough President
BXBP	Bronx Borough President
BKBP	Brooklyn Borough President
QNBP	Queens Borough President
SIBP	Staten Island Borough President
OEM	Office of Emergency Management
NYPL-R	New York Public Library, Rare Book and Manuscript Division
NYPL	New York Public Library
BPL	Brooklyn Public Library
QBPL	Queens Public Library
DOE	Department of Education
CUNY	The City University of New York
NYPD	New York Police Department
FDNY	New York City Fire Department
ACS	Administration for Children's Services
DSS/HRA	Department of Social Services / The Human Resources Administration
DHS	Department of Homeless Services
MOCJ	Mayor's Office of Criminal Justice
NYCHA	New York City Housing Authority
DFTA	Department for the Aging
DCLA	Department of Cultural Affairs
DYCD	Department of Youth and Community Development
DOP	Department of Probation
SBS	Small Business Services
HPD	Housing Preservation and Development
DOHMH	Dept. of Health and Mental Hygiene
HHC	Health + Hospitals
DSNY	Department of Sanitation
DOT	Department of Transportation
DPR	Department of Parks and Recreation
DCAS	Department of Citywide Services
DANY	Manhattan District Attorney's Office
DABX	Bronx District Attorney's Office
DABK	Brooklyn District Attorney's Office
DAQN	Queens District Attorney's Office
OSNP	Special Narcotics Prosecutor's Office
PANY	Public Advocate New York (Manhattan)
PABX	Public Advocate Bronx
PABK	Public Advocate Brooklyn
PAQN	Public Advocate Queens
PASI	Public Advocate Staten Island
DASI	Staten Island District Attorney's Office
DOITT	Office of Technology and Innovation
DCWP	Department of Consumer and Worker Protection



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## Speaker Initiatives and/or City-Wide Initiatives List

Please choose up to 10

No Selection / Not Applicable

<None>

No Selection / Not Applicable

A Greener NYC

AAPI Community Support

Abortion Access Fund

Access Health Initiative

Access to Critical Services for Older Adults

Access to Healthy Food and Nutritional Education

Adult Literacy Initiative

Adult Literacy Pilot Project

Afterschool Enrichment Initiative

Alternatives to Incarceration (ATI's)

Art a Catalyst for Change

Autism Awareness

Big Brothers and Big Sisters of New York City

Borough Presidents' Discretionary Funding Restoratio

Cancer Services

Care Workers For Our Future

Case Management

Chamber on the Go and Small Business Assistance

Child Health and Wellness

Children and Families in NYC Homeless System

Children Under Five

City's First Readers

Citywide Homeless Prevention Fund

Citywide Young Adult Entrepreneurship Program Initiative

Civic Education in New York City Schools

Coalition Theaters of Color

College and Career Readiness

Communities of Color Nonprofit Stabilization Fund

Community Composting

Community Development Financial Institutions

Community Housing Preservation Strategies

Community Interpreter Bank

Community Land Trust

Community Schools

COMPASS

Confronting Religious and Ethnic Discrimination at CUNY

Construction Site Safety Training

Court-Involved Youth Mental Health Initiative

3

Request  
Details



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Create New Technology Incubators

Creative Arts Team

Crisis Management System

Cultural After-School Adventure (CASA)

Cultural Immigrant Initiative

CUNY Childcare Expansion

CUNY Citizenship NOW! Program

CUNY Research Institutes

CUNY School of Labor and Urban Studies (SLU) - (formerly Joseph S. Murphy Institute Center for Worker Education)

CUNY Social Worker Fellows

Cure Hate Initiative

Day Laborer Workforce Initiative

Dedicated Contraceptive Fund

Developmental, Psychological and Behavioral Health Services

Digital Inclusion and Literacy Initiative

Discharge Planning

Diversion Programs

Diversity, Inclusion & Equity in Tech Initiative

Domestic Violence and Empowerment (DoVE) Initiative

Domestic Worker and Employer Empowerment Initiative



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## Education Equity Action Plan

Educational Programs for Students  
Elder Abuse Prevention Programs  
Elie Wiesel Holocaust Survivors  
Ending the Epidemic  
Estate Planning and Resolution Initiative (EPAR)  
Family Advocacy and Guardianship Support  
Financial Empowerment for NYC's Renters  
Fiscal 2026 Subsidy: Brooklyn Public Library  
Fiscal 2026 Subsidy: New York Public Library  
Fiscal 2026 Subsidy: Queens Borough Public Library  
Fiscal 2026 Subsidy: Research Library  
Five Borough Chamber Alliance  
Food Access and Benefits  
Food Pantries  
Foreclosure Prevention Programs  
Ghetto Film School Accelerator Program Model  
Green Jobs Corps Program  
Hate Crimes Prevention  
HIV/AIDS Faith Based Initiative

Home Loan Program  
Homeless Prevention Services for Veterans  
Housing Court Answers  
Housing Information Project  
HRA Teen RAPP  
Immigrant Health Initiative  
Immigrant Opportunities Initiative  
Information and Referral Services  
Initiative for Immigrant Survivors of Domestic Violence  
Initiative to Combat Sexual Assault  
Innovative Criminal Justice Programs  
Jill Chaifetz Helpline  
Job Placement for Veterans  
Job Training and Placement Initiative  
Key to the City  
Language Services Worker Cooperatives  
Legal Information and Support for Families  
Legal Services for Low-Income Immigrants  
Legal Services for Low-Income New Yorkers  
Legal Services for the Working Poor

3

Request  
Details



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Legal Services for Veterans  
LGBTQIA+ Community Services  
LGBTQIA+ Inclusive Curriculum  
LGBTQIA+ Older Adult Services in Every Borough  
LGBTQIA+ Youth All-Borough Mental Health  
Low Wage Worker Support  
Made in NYC  
Maternal and Child Health Services  
MCCAP Initiative  
Mental Health Clubhouses  
Mental Health Services for Veterans  
Mental Health Services for Vulnerable Populations  
Mental Health Workforce Retention and Development Initiative  
MWBE Leadership Associations  
Naturally Occurring Retirement Communities (NORC)  
Neighborhood Development Grant Initiative  
New Initiative  
New York Immigrant Family Unity Project  
NYC Cleanup  
Older Adult Clubs for Immigrant Populations

Older Adult Clubs for Immigrant Populations  
Older Adult Clubs, Programs, and Enhancements  
Older Adults Mental Health  
Opioid Prevention and Treatment  
Parks Equity Initiative  
Peter F. Vallone Academic Scholarship  
Physical Education and Fitness  
Prevent Sexual Assault (PSA) Initiative for Young Adults  
Pride At Work  
Prisoners' Rights Project  
Reproductive and Sexual Health Services  
Social Adult Day Care  
Social and Emotional Supports for Students  
Speaker's Initiative  
Sports Training and Rolemodels for Success (STARS) Initiative  
Stabilizing NYC  
Step In and Stop It Initiative to Address Bystander Intervention  
Substance Abuse Prevention and Intervention Specialists  
SU-CASA  
Support for Arts Instruction



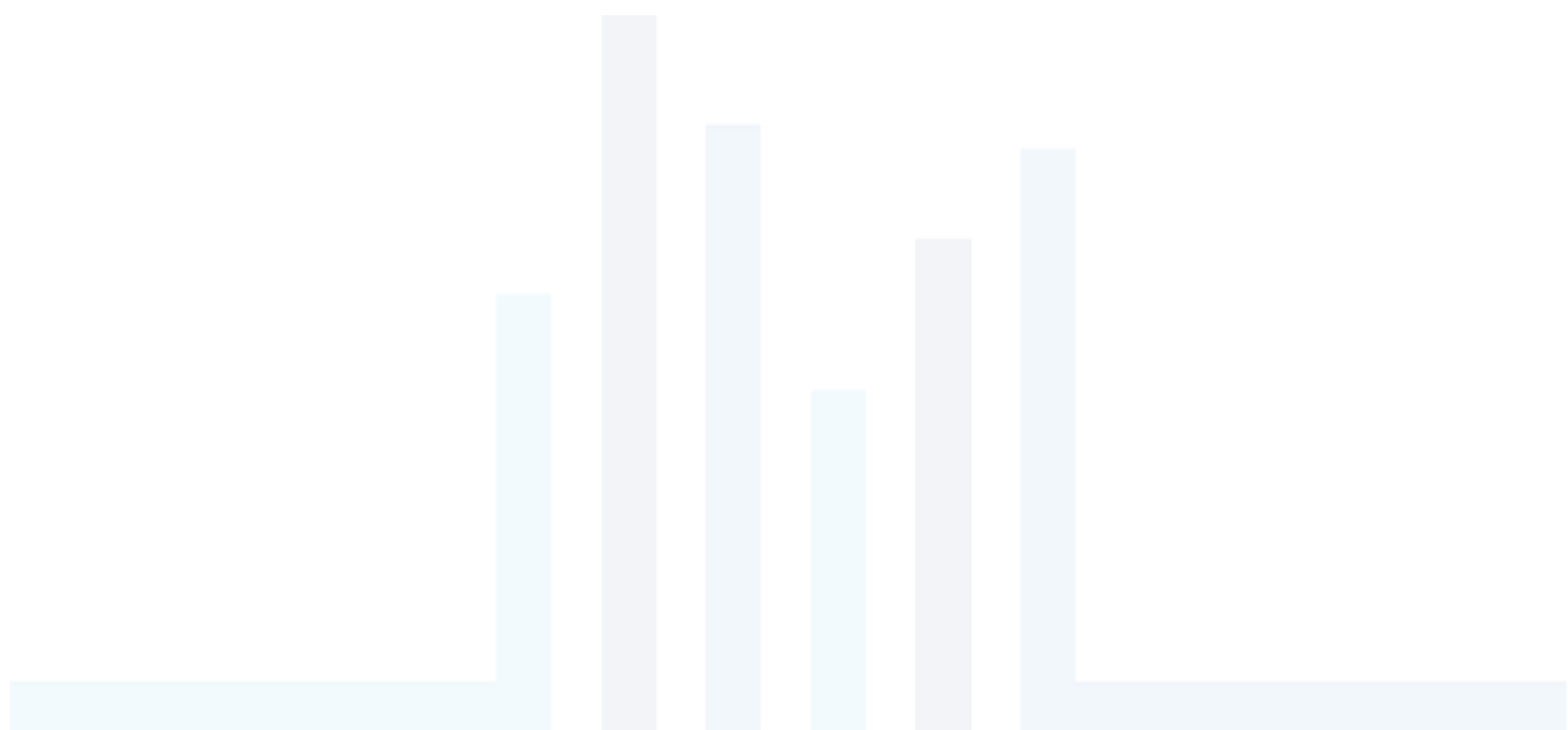
Support for Educators  
Support for Immigrant and Women Workers  
Support for Persons Involved in the Sex Trade  
Support for Victims of Human Trafficking  
Support Our Older Adults  
Supportive Alternatives to Violent Encounters (SAVE)  
Trans Equity Programs  
Trauma Recovery Centers  
Unaccompanied Minor Children and Families  
Veteran Resource Centers  
Veterans Community Development  
Viral Hepatitis Prevention  
Welcome NYC  
Work-Based Learning Internships  
Worker Cooperative Business Development Initiative  
Wrap-Around Support for Traditional-Aged Foster Youth  
Young Women's Leadership Development  
YouthBuild Project Initiative



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\* Council Member

- Abreu
- Adams
- Ariola
- Aviles
- Ayala
- Banks
- BLAC Caucus
- Borelli
- Bottcher
- Brannan
- Brewer
- Bronx Delegation
- Brooklyn Delegation
- Brooks-Powers
- Caban
- Carr
- De La Rosa
- Dinowitz
- Farias
- Feliz
- Gennaro
- Gutierrez
- Hanif
- Hanks
- Holden
- Hudson
- Irish Caucus
- Jewish Caucus
- Joseph
- Krishnan
- Lee
- LGBTQIA+ Caucus
- Louis
- Manhattan Delegation
- Marmorato
- Marte
- Mealy
- Menin
- Moya
- Narcisse
- Nurse
- Osse
- Paladino
- Powers
- Progressive Caucus
- Queens Delegation
- Restler
- Riley
- Rivera
- Salaam
- Salamanca
- Sanchez
- Schulman
- Staten Island Delegation
- Stevens
- Ung
- Vernikov
- Williams
- Women's Caucus
- Won
- Zhuang
- Council District 44



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## Purpose and Use of Funds


3

Request  
Details

\* Please provide mission statement of the organization.

\* What program/service is the funding being requested for?

\* Please describe the program/service that will be receiving the allocation?  
Include a description on how the requested funds will be used.

\* When will the program operate   
Please list days/times of program/service.

\* Please provide physical location(s) of program/service.



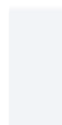
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\* What is the target demographic for program/service?

What is the Geographic Area served

e.g. Citywide; Brooklyn; Council District 39; Community Board 6; Flatbush, etc.

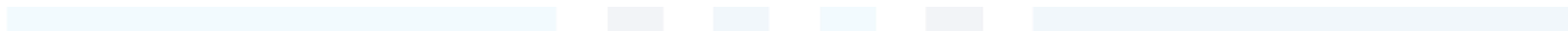
\* Briefly describe the staffing for the program



**Programs and services supported by Discretionary Funding are to be open and free to members of the community without costs or fees charged. Should fees be charged, the rate should not be at a level that discourages and/or impedes participation**

\* Does the organization charge fees for its services and/or programming?

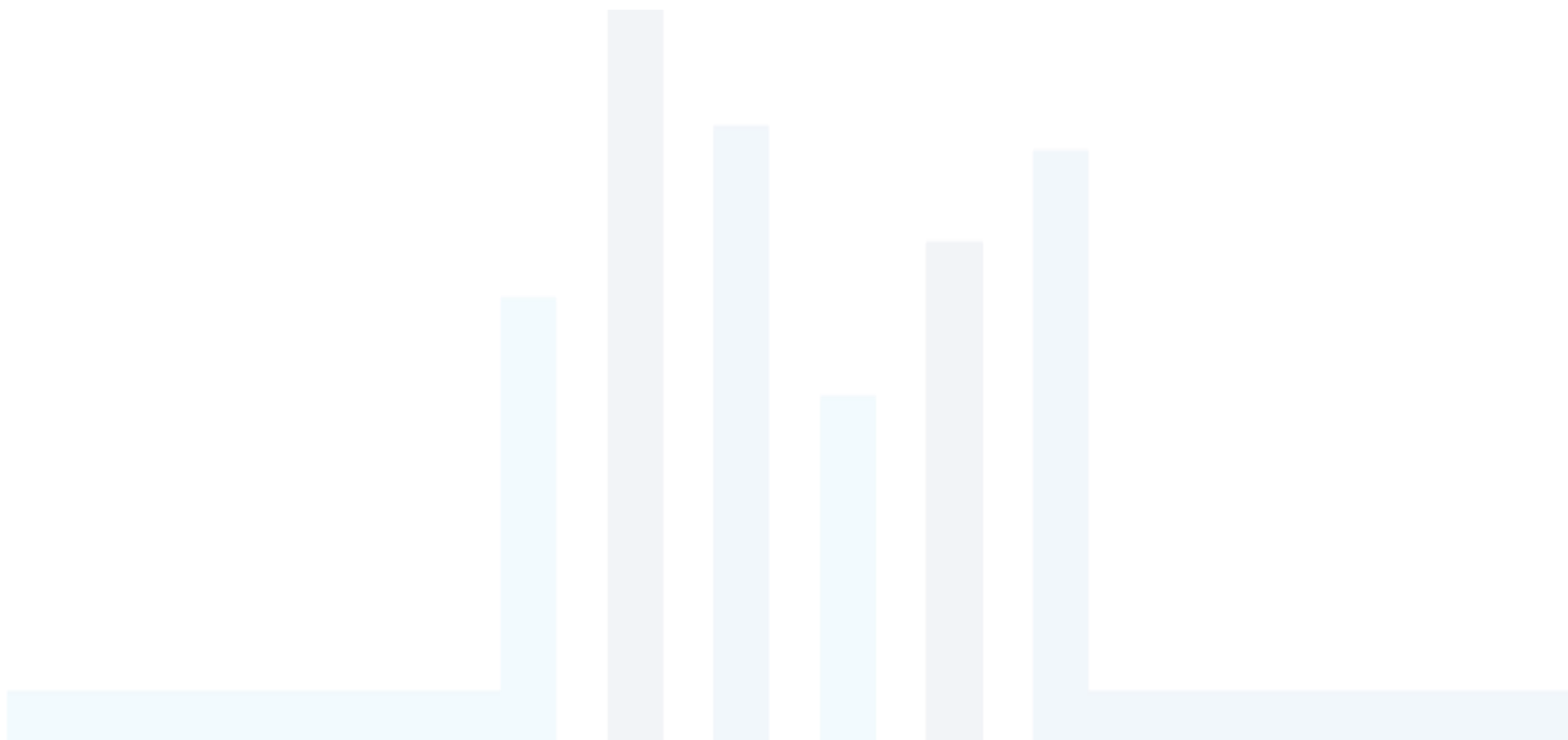
\* If yes, does the organization have a hardship exemption and/or fee waiver policy?



\* Please describe what the organization does to inform the community of program/service

\* What methods and/or practices are used to invite the community to participate in program/service?

\* Please describe the community benefit of the program / services that is being considered for funding



## Religious/Private Affiliation

\* Is/will the program/service be located in, operated by and/or affiliated with a religious/parochial and/or private school?

What estimated percentage of program/service participants also attend the religious/parochial and/or private school?

\* Is/will the program/service be located in, operated by and/or affiliated with a religious organization and/or place of worship?

What estimated percentage of program/service participants also participate or are members of the religious organization or place of worship?

Please describe what types of outreach and/or advertising is done to invite the community/general public to invite and participate in the programming/services being offered.




\* Has the organization proposed or similar services in the past?

If yes, briefly describe how long service(s) have been offered.

If no, briefly explain why proposed service/program had not been previously offered; and what qualifications the organization has to start providing these services.

\* Did the organization receive funding for Fiscal Year 2024?

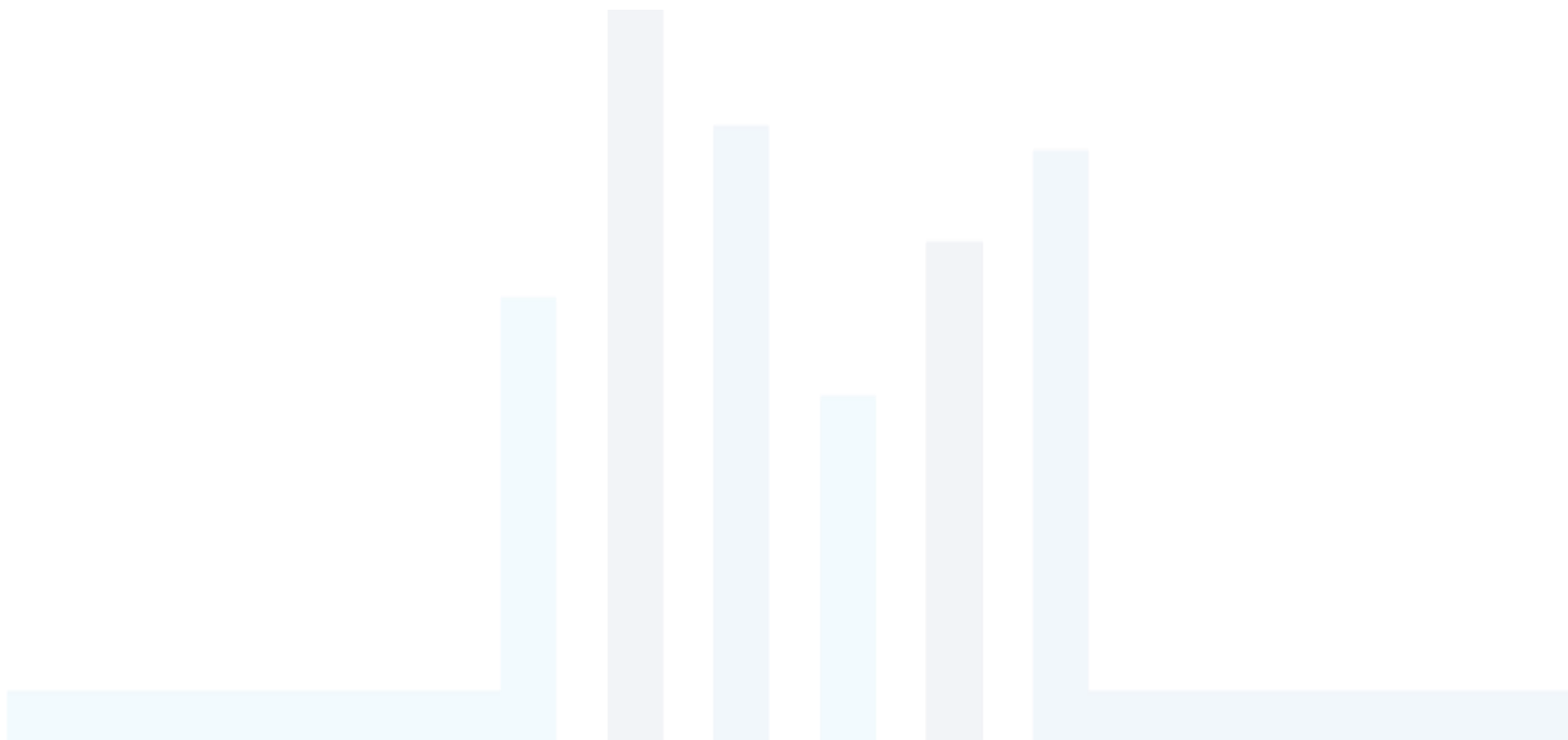
If yes, please describe how the Fiscal Year 2024 funds were utilized. 

(Please respond to each separate allocation your organization received.)

\* Please describe what the organization does to inform the community of program/service

\* What methods and/or practices are used to invite the community to participate in program/service?

\* Please describe the community benefit of the program / services that is being considered for funding





\* Please list all performance evaluations from federal, state, and city agencies for the last three years (2022-2024)

Include agency, rating and date

To the best of your knowledge; has the organization been registered into a multi-year contract by a contracting agency (ex. DYCD, SBS, DFTA)?

\* Organizations requesting discretionary funding are responsible for delivering the program/service themselves. Subcontractors and/or consultants are solely ancillary support for delivering program/service. Does the entity have the capacity to provide the proposed program/service?

\* If no, will the organization be using subcontractors?

\* Please explain why a subcontractor is needed.



New York City Council  
Discretionary Funding  
Fiscal Year 2026  
Conflicts of Interest Disclosure

**5 Acknowledgement and Attachments**

Legal Name of Organization \_\_\_\_\_

Federal Employee Identification Number (FEIN/EIN) \_\_\_\_\_

**POSSIBLE CONFLICTS OF INTEREST WITH CITY ELECTED OFFICIALS AND THEIR ASSOCIATES**

Report personal and financial relationships between all City Elected Officials, persons or firms associated with the City Elected Official, and the organization and its staff that could give rise to an actual conflict of interest or the appearance of a possible conflict of interest.

*City Elected Official: Ch.88, S.2801(10)*

- New York City Mayor, Comptroller, Public Advocate, Borough President or Council Member

*\*Associated\* Person or Firm: Ch88, S. 2801.5*

- Spouse, Domestic Partner, Child, Parent, Sibling of a City Elected Official:
- Person with whom the public servant has a business or other financial relationship
- Firms in which the City Elected Official has a present or potential interest
- Employees of the Sponsoring Council Member and / or Spouse, Domestic Partner, Child, Parent, Sibling of Such Employees

*Connection to Organization Including:*

- Organization's Employee, Board Member, Director, Trustee, Officer or Consultant of the organization
  - Persons with a direct or indirect financial interest in the organization
- Persons who have received or will receive any direct or indirect financial benefit from the organization or from this funding

Attach additional sheets as needed.

**This MUST be signed and sent in even if you have no conflicts to disclose.**

	Name, Title, Position of City Official or Associated Person	Name, Title, Position and Relationship of Person with Organization
	Sample Disclosure: <i>Council Member Chris Marks</i>	Sample Disclosure: <i>Council Member Marks serves on our board of directors</i>
	Sample Disclosure: <i>Carol Smith, Council Member Marks' Chief of Staff</i>	Sample Disclosure: <i>Carol Smith, Chief of Staff to Council Member Marks, is one of our paid consultants</i>
	Sample Disclosure: <i>Jake Jock, Council Member Marks' Deputy Chief of Staff</i>	Sample Disclosure: <i>Jake Jock's son owns the business that supplied equipment to a baseball team that we sponsored</i>
1		
2		
3		

Authorized Official: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name Title



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New York City Council Discretionary  
Fiscal Year 2026

**CERTIFICATION OF AUTHORIZATION TO SUBMIT AND APPLICATION COMPLETENESS**

5

**Acknowledgement and Attachments**

*I certify that:*

- I am authorized by the organization seeking funding to complete and submit this request for funding on behalf of the organization;*
- I took reasonable steps to make sure that the information on this form is complete, true and accurate.*

*I understand that it is a crime to knowingly submit a request for funding that contains or may contain false information. I understand that violators are subject to prosecution.*

\_\_\_\_\_  
Authorized Official: Signature Date

\_\_\_\_\_  
Authorized Official: Print Name Title

\_\_\_\_\_  
Legal Name of Organization

\_\_\_\_\_  
Federal Employee Identification Number (FEIN/EIN)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public



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# Engage City Council Members

Contact the Council Members' offices to which you are going to apply and request any additional supplemental forms they require.

Council Members want to see your Organization has internal capacity! Keep program and service delivery subcontracting to a minimum.

Engage with your Council Member!

Invite them to your site.

Share your good work and programs with them.

Mail them your brochures.

Add them to your mailing lists and social media.



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# ORGANIZATIONAL CAPACITY & TIMELINE

February 19, 2025  
Applications  
Due

July 1, 2025  
NYC Fiscal Year  
Begins

July / August  
Notice of Funding  
Awards

August—October  
Respond to Award  
Tasks in PASSPort

Attend MOCS  
training as  
necessary

Register  
Contract

Start  
Your  
Work

Complete  
Expenditure  
Forms

Get  
Paid



# ORGANIZATIONAL CAPACITY & TIMELINE

Remember this is a  
reimbursement grant!

(unless you contract with DCLA)

Does your organization have the staffing and  
financial resources to manage?



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# Q&A

THANKS FOR JOINING US!

- Tamara Keshecki
- Owner, AINOK Consulting LLC
- <https://www.ainokconsulting.com/>
- <https://www.linkedin.com/in/tamara-keshecki/>

## NEED MORE HELP?

VISIT [WWW.NPHD.ORG](http://WWW.NPHD.ORG) AND  
CLICK 'REQUEST HELPDESK SUPPORT'  
TO COMPLETE FORM