



NonProfit
HelpDesk

2025-2026

Nonprofits:
We're Here To
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For Arts Organizations:
HOW TO APPLY FOR NYC COUNCIL
DISCRETIONARY EXPENSE FUNDING

January 28, 2026 6:30PM | FACILITATOR: TAMARA KESHECKI

TAMARA KESHECKI

Facilitator, Discretionary Funding



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NONPROFIT HELPDESK

We're here for you!

- Free Live Workshops
- Archive of Past Workshops
- LinkedIn Community
- Free Expert Support

Find out more at www.nphd.org

These workshops are funded by generous allocations from NYC Council Members



WORKSHOPS FOR CAPACITY BUILDING & NYC DISCRETIONARY FUNDING



From Logo to Legacy: Building Your Brand Story

Today • 12:00 PM EDT

Free



You Ask, We Answer: NYC Council Discretionary Expense Funding

Tomorrow • 6:30 PM EDT

Free



Nonprofit Excellence - Top 10 Best Practices for Nonprofit Organizations

Tue, May 27 • 12:00 PM EDT

Free



NYC Council Discretionary Funding Q&A w/ NYC Dept of Youth & Community Dev.

Wed, May 28 • 6:30 PM EDT

Free



Submitting the HHS Prequalification (PQL) Application

Wed, Jun 4 • 6:30 PM EDT

Free



Getting Started with Grants

Tue, Jun 10 • 12:00 PM EDT

Free



Navigating NYC PASSPort for Nonprofits

Tue, Jun 10 • 6:30 PM EDT

Free



NYC Council Discretionary Expense Funding: Contracting & Reimbursement

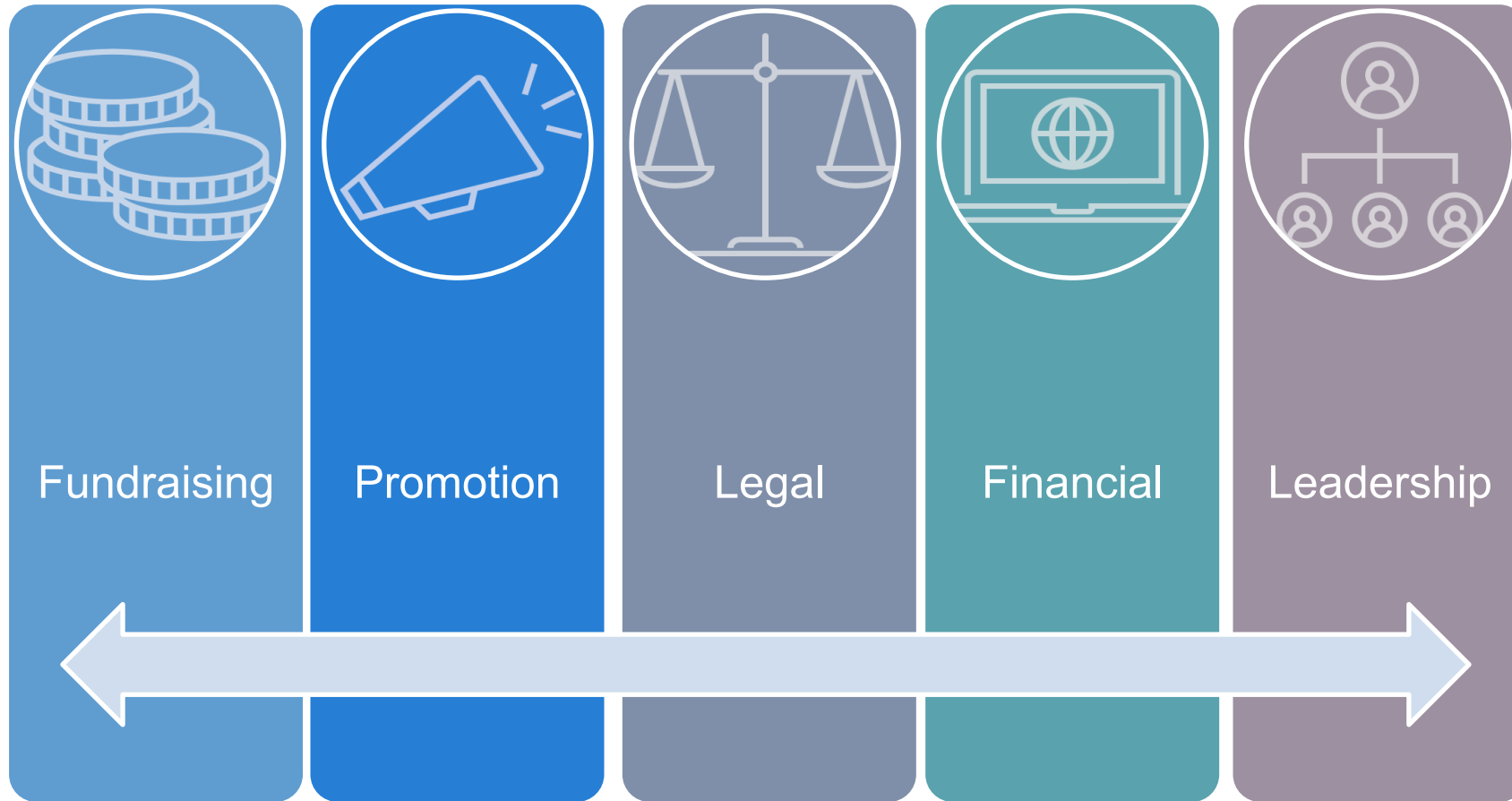
Tue, Jun 17 • 6:30 PM EDT

Free

sample list of workshops, please visit nphd.org for current schedule

HELPDESK FOR A VARIETY OF NEEDS

REQUEST SUPPORT BY COMPLETING A FORM AT WWW.NPHD.ORG!



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Council Member
Farah Louis
District 45



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The NonProfit HelpDesk's 2025-26 presentation series and technical support is funded through generous allocations from New York City Council Members including:

Farah Louis

Inna Vernikov

Susan Zhuang

Former Speaker Adrienne E. Adams

Former Justin Brannan



NYC FY2027

Important Dates

NYC City Council Discretionary Applications are
Due Wednesday, February 18, 2026 at 6:00pm!

Fiscal Year 2027 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 FY2027 must submit a Council Application. The FY2027 application will be posted on the Council's website at this location on **Monday, January 5th, 2026** and the submission deadline will be on **Wednesday, February 18th, 2026 @ 6:00PM.**

[Apply for FY2027 Discretionary Funding](#)

[Access Submitted and In-Progress FY 2027 Applications](#)



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NYC Fiscal Year 2027: July 1, 2026 – June 30, 2027

Schedule C: At budget adoption for the upcoming fiscal year, the City Council Finance Division prepares a supporting schedule, known as *Schedule C*, detailing the changes made to the Mayor's Executive Budget by the Council's allocation of discretionary funds. Schedule C lists all discretionary allocations at the time of adoption, including short descriptions of initiative programmatic goals.

Transparency Resolutions: Some initiatives are funded in the Adopted Budget, but specific designations of not-for-profit providers are made later in the year. New designations, alterations, and/or corrections occur via Transparency Resolutions. Transparency Resolutions are approved by the Finance Committee, then voted on by the full Council. All new designations and changes to existing ones, including changes to the purpose or amount of funding, must be approved in a Transparency Resolution before taking effect.



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What is NYC Council Discretionary Funding?



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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Anti-Poverty Initiative: Council Members receive additional discretionary funding based on the number of residents in their districts who fall below the Federal Poverty Line; as reported by the American Community Survey (ACS). Based on these figures, Council Members receive between \$25,000 (Lowest Poverty Figures) and \$100,000 (Highest Poverty Figures) in additional funding, awarded in \$25,000 increments according to district poverty levels.

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

- Cultural activities
- Youth programming: sports activities, educational classes and Workforce Readiness Assistance
- Services to older adults including retired and senior volunteer programs



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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:

- MUST be incorporated as a not-for-profit;
- Current registration with the New York State Attorney General's Charities Bureau (unless exempt);
- Valid Federal Employer Identification Number (EIN); and
- Be able to demonstrate that it has the integrity and capacity to deliver the proposed services.



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- Not-For-Profit Business Records Searches
- News article searches
- Review of Social Media
- 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;
- Approved prequalification status;
- Review of Corrective Action Plans, and
- Review of organizations' use and public purpose of funds.



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Funds must serve a public purpose!

In general, that is an activity or service that is open to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc. and does not promote a particular religion. Allocated funds may not support political activities including, but not limited to, lobbying.

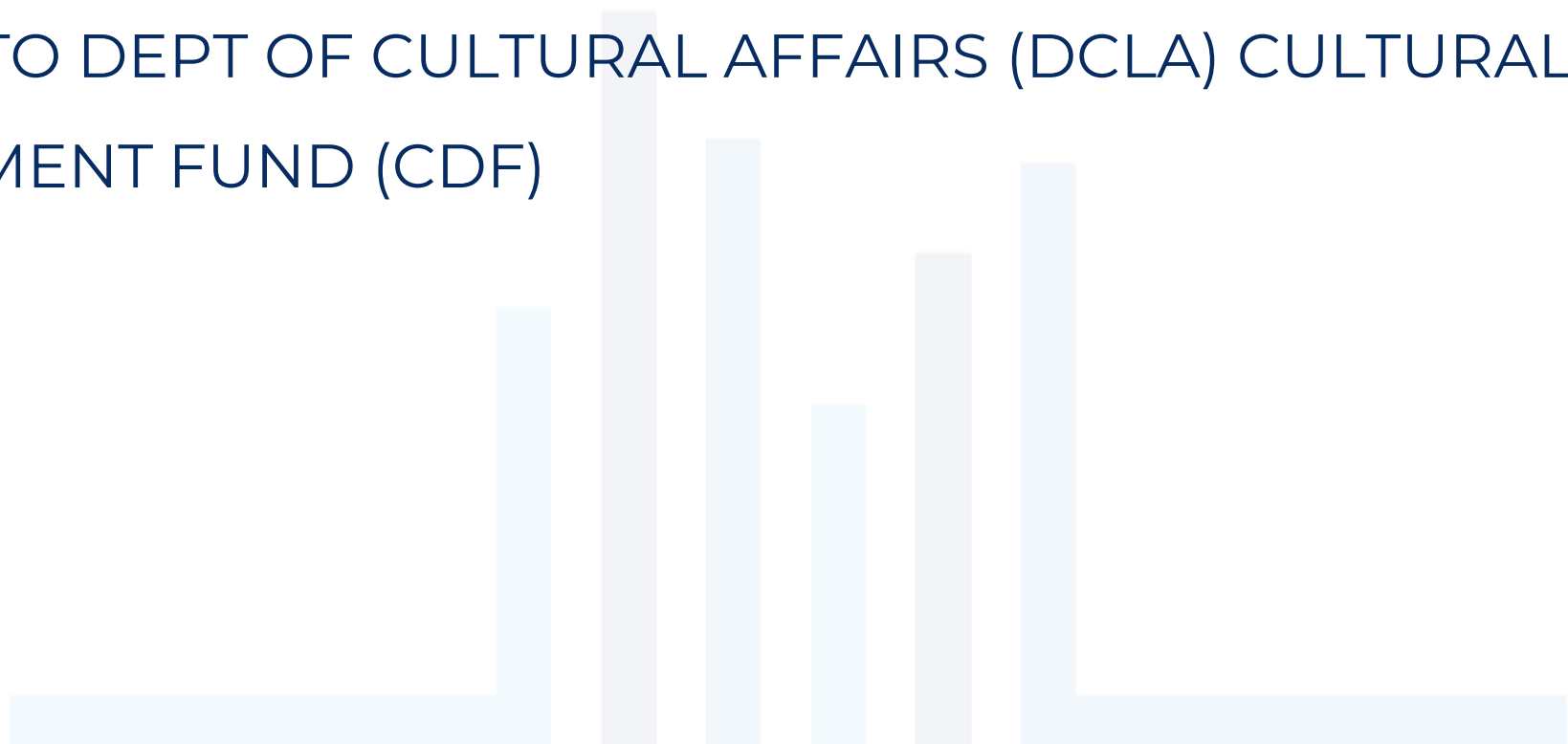


Discretionary Funding Prequalification

FOR QUALIFYING ARTS ORGANIZATIONS: TWO PATHS

1 - PREQUALIFICATION VIA NYC PASSPORT

2 - APPLY TO DEPT OF CULTURAL AFFAIRS (DCLA) CULTURAL
DEVELOPMENT FUND (CDF)



PASSPORT PREQUALIFICATION PATH

Two types of prequalification on PASSPORT:

1 – HHS Accelerator

2 – Discretionary Prequalification



“Discretionary Funding: Submitting HHS Prequalification”

Two paths:

If your organization
ONLY receives
Discretionary Funding:



NEW:
Discretionary
Prequalification
Application

If your organization
received Discretionary
Funding AND has a
Human Services
Contract with NYC OR
would like to apply for
contracts



HHS
Prequalification
in PASSPort



Discretionary PQL

- NOT interested in competing for City contracts and ONLY receives discretionary funds.
- Available for Not-for-Profit Providers ONLY.

HHS Accelerator PQL

- Receives discretionary funding and plans to compete for City human/client service contracts.
- DOES NOT receive discretionary funding and ONLY responds to human/client service solicitations in PASSPort.
- Available for BOTH For-Profit & Not-for-Profit Providers.



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1.

Find the
Prequalified
List

2.

Create a New or
Update an
Expired
Prequalification

3.

Complete
Questionnaire

4.

Submit Filing
Documents



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What is Prequalification?

Designates an organization as being eligible to provide Human/Client Services to City Agencies. Organizations submit an application via PASSPort and get Approved by MOCS

Benefits of being prequalified.

Compete for Human/Client Service funding with City Agencies.
May be used for City Council Discretionary award clearance.

Benefits of being Discretionary Prequalified

May be used for City Council Discretionary award clearance.

Time Needed to Complete HHS Prequalification

Between 45 minutes - 1 hour, if you are organized

Time Needed to Complete Discretionary Prequalification

Between 15 - 30 minutes, if you are organized



What happens after you submit your HHS PQL Application?

1. MOCs reviews and makes a determination.

Typically 3-5 days.

2. PASSPort Email is sent to your NYC.ID email.

- If **Approved**: You have completed the HHS Prequalification requirement.
- If **Returned**: Reviewer comments will be included in the message.

3. Maintain your HHS Prequalification!

- Most Nonprofits: Annual renewal.
- Some For Profits: Renew every 3 years.



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REQUIRED DOCUMENTS:

- Board of Directors List (or equivalent)
- Conflict of Interest Policy and/or Board Conflict of Interest Policy
- Most recent Charities Bureau Annual Filing, supporting documentation for a filing exemption, or a 30-day extension request
- Certificate of Incorporation



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About PASSPort

[PASSPort Login](#)

PASSPort, the City of New York's end-to-end digital procurement platform, manages every stage of the procurement process from vendor sourcing – who we purchase goods and services from (that's you – the vendor) to releasing and responding to solicitations (referred to as "RFx" in the system), and contract award, development, registration and management.

[Register NYC.ID](#)

The first step to getting started in PASSPort is to create your NYC.ID account. Click on "Register NYC.ID" to begin the process and check out the Getting Started: Doing Business with NYC for more detailed instructions on creating your PASSPort account.

<https://www.nyc.gov/site/mocs/passport/about-passport.page>

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Step 1: Register and validate a NYC.ID (skip this step if you have a NYC.ID):

1. Go to the [System Login](#) page.
2. Click the **PASSPort Login** button.
3. Click the **Login** button.
4. Click the **Create Account** hyperlink underneath the login fields.
5. Fill in the NYC.ID account creation form and then click **Create Account**.
6. Look out for the automated validation email to validate your email address.

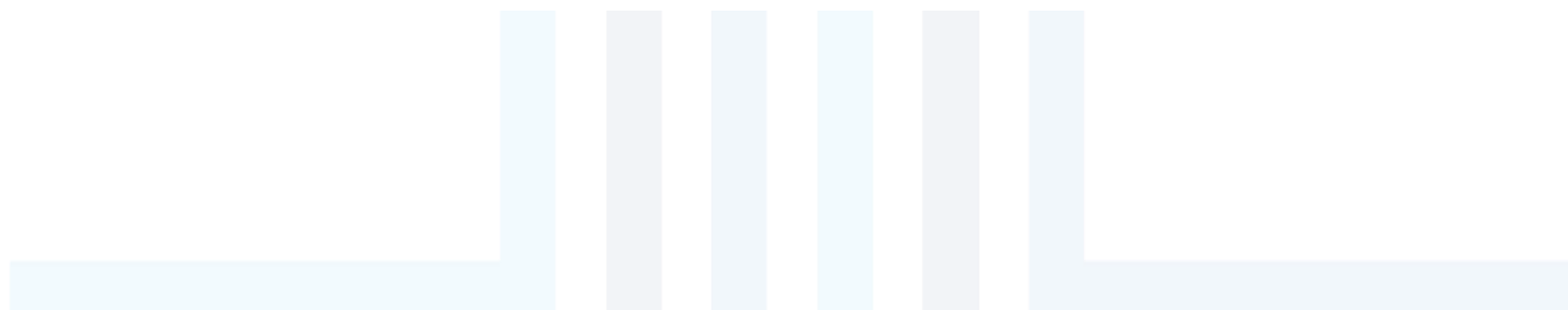
<https://www1.nyc.gov/account/register.htm>



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Step 2: Submit a Vendor PASSPort Account Request:

1. Go to the [System Login](#) page.
2. Click the **PASSPort Login** button.
3. Click the **Login** button.
4. Enter your NYC.ID Email Address and password in the log in fields, then click **Log In**.
5. Click **Create Account** to complete the vendor PASSPort account request form including the "Security Control" located below the form. Note: All fields with a red vertical bar are required.
6. Click **Register**.



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DCLA CDF PATH

The NYC Department of Cultural Affairs (DCLA) is a mayoral agency charged with the administration of city funds in support of arts and culture throughout New York City's five boroughs. The Cultural Development Fund (CDF) is DCLA's **competitive, peer-evaluated grant process** that supports a broad, multidisciplinary group of diverse nonprofit organizations for their cultural services to city residents. Annually, the CDF supports over 1,000 grantees for programmatic funding. On average, over 75% of applicants receive funding, which is provided by the Mayor and City Council. This process allows public funds to be widely distributed through every council district and in every cultural discipline.



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DCLA CDF PATH

Cultural Development Fund Application Date for FY27 Not Yet Announced!

LAST YEAR the FY26 application closed on May 8, 2025.



Cultural Development Fund Eligibility:

Any arts or cultural organization interested in applying for a Fiscal Year 2027 grant from the Department of Cultural Affairs must:

- 1) Be either (a) a nonprofit arts or cultural organization, or (b) a nonprofit organization that has an arts or culture component in its broader mission.
- 2) Demonstrate successful delivery of arts and cultural services in New York City for the last two consecutive years.
- 3) Be based in New York City and able to demonstrate administrative and programmatic operations within any of the five boroughs of New York City. Your administrative address is primarily determined by the address listed on your IRS 990 for the fiscal year ending in 2024, with the organization's 501(c)(3) letter, and other publicly available information also taken into consideration
- 4) Possess a unique Federal Employee Identification Number (EIN).

Be certified as tax exempt under Internal Revenue Service Code Section 501(c)(3); or be an incorporated nonprofit that uses a DCLA- approved, New York State incorporated tax-exempt fiscal sponsor.

- 5) Be incorporated in New York State as a not-for-profit organization no later than the organization's fiscal year 2024.

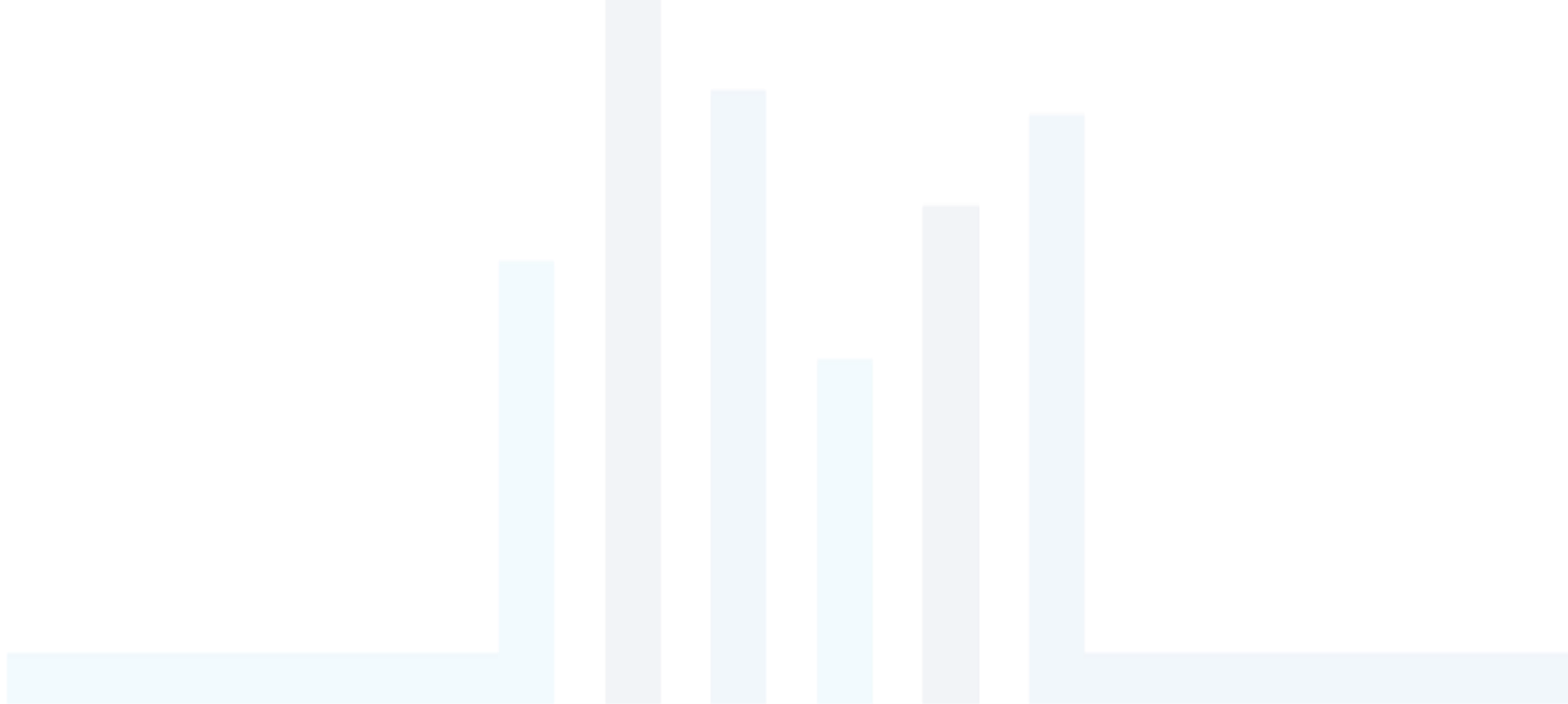


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Cultural Development Fund Eligibility:

Only nonprofit organizations are eligible to apply, regardless of whether they use a fiscal sponsor.

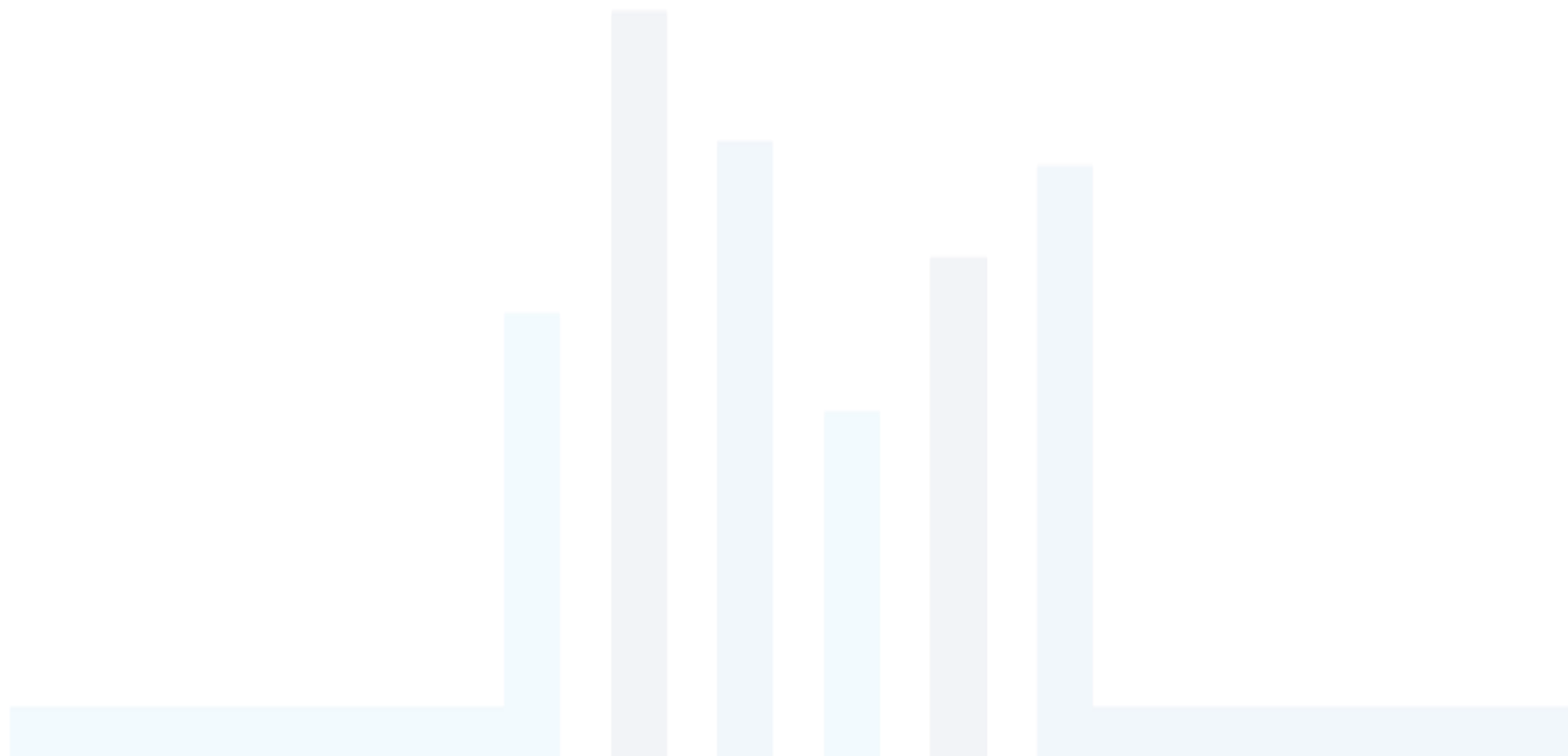
Limited Liability Companies, Benefit corporations, Limited Partnerships, Unincorporated organizations, S corporations, individual artists, and unincorporated artist collectives are not eligible to apply.



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DCLA Registration:

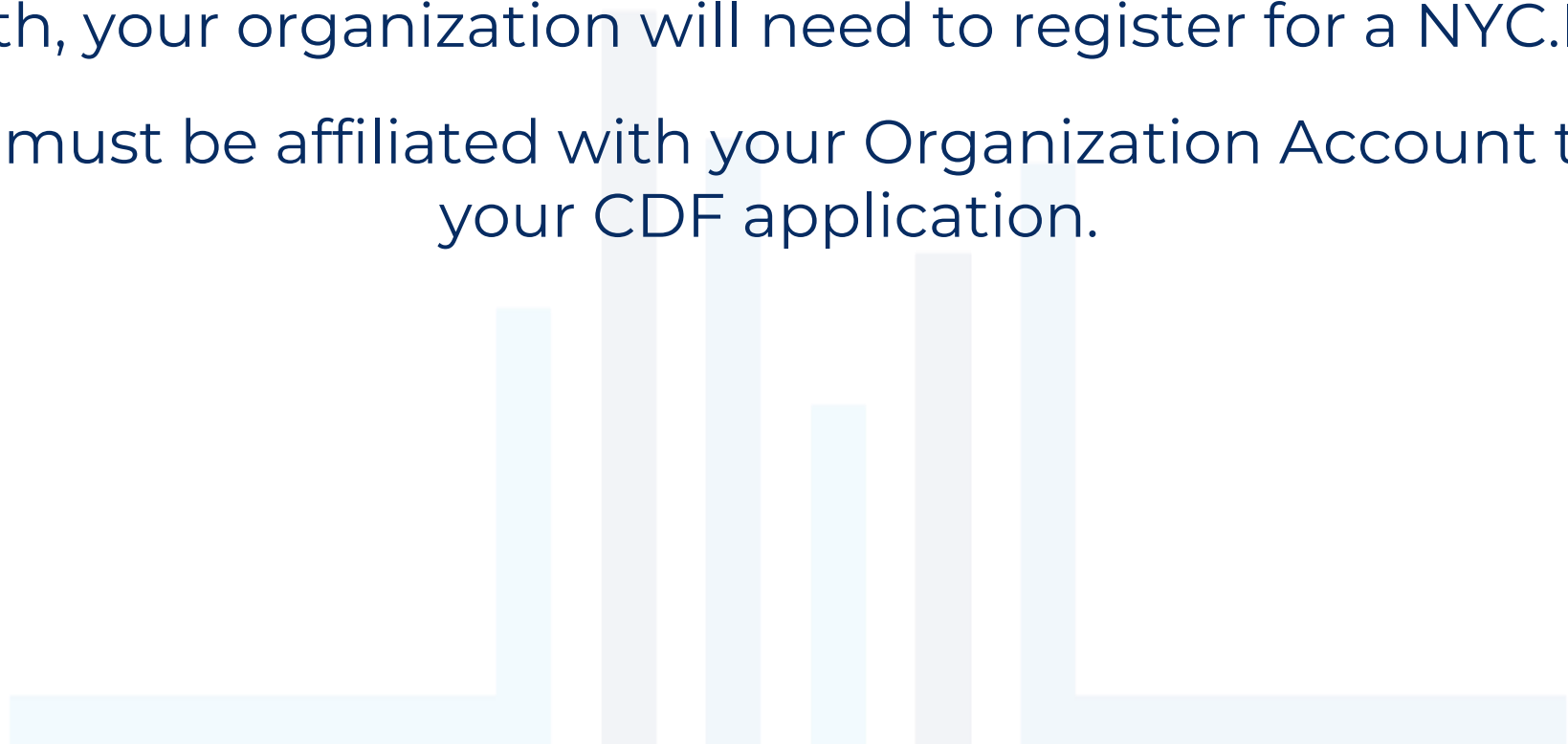
If you are an eligible arts or cultural organization and have not already registered for a Cultural Affairs Account, please complete the registration process. Please review the Registration Help Guide before beginning the registration process. Registering will also enable you to receive updates about our next CDF application.



FOR QUALIFYING ARTS ORGANIZATIONS: TWO PATHS

Regardless of which path you choose, or if you choose to complete both, your organization will need to register for a NYC.ID

NYC.ID(s) must be affiliated with your Organization Account to access your CDF application.



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

Prequalification:

1. Get a NYC ID
2. Register on PASSPort OR Register on DCLA
3. Prequalification

City Council Discretionary Portal:

1. Register for an account on the City Council Discretionary Portal (now blackbaud)
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!
5. Share the work you are doing in their community with them!



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FY2027 New Portal!

<https://council.nyc.gov/budget/fy2027-discretionary-funding-expense-application-filing-period/>

NYC City Council Discretionary Applications are due
Wednesday, February 18, 2026 at 6:00pm!

Fiscal Year 2027 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 FY2027 must submit a Council Application. The FY2027 application will be posted on the Council's website at this location on **Monday, January 5th, 2026** and the submission deadline will be on **Wednesday, February 18th, 2026 @ 6:00PM.**

[Apply for FY2027 Discretionary Funding](#)

[Access Submitted and In-Progress FY 2027 Applications](#)



The logo for Blackbaud, featuring the word "blackbaud" in a white, lowercase, sans-serif font on a dark blue rectangular background.

Applicant Portal

ENTER YOUR ACCOUNT DETAILS BELOW

Email address*

This input is required

Remember me

Sign in

[Need help signing in?](#)

[Create account](#)

Powered by:  YourCause

Help YOU



Continue with email

Email address *

Remember my email

Continue

or



Continue with SSO



Continue with Google



Continue with Apple

[More sign-in options](#) ▾

*By continuing, you are agreeing to the Blackbaud
Terms of Use and Privacy Policy.*



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FY2027 Discretionary Funding

Accepting applications until Feb 18, 2026 05:59 PM



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FY2027 Discretionary Funding Application

Applicant Information

ORGANIZATION NAME

[Update organization](#)

USER NAME

Application Forms

- FY2027 Discretionary Funding Application
- Draft on Jan 12, 2026

FORM QUESTIONS

Complete the required fields below.
Accepting applications until Feb 18, 2026 05:59 PM



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FORM QUESTIONS

 [Download](#)

Complete the required fields below.

Accepting applications until Feb 18, 2026 05:59 PM

Instructions

Organization

Request Details

Participation

Acknowledgements & Attachme...

Instructions:

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

Person(s) completing the application must be authorized by the entity, and have a comprehensive understanding of the organization's history, structure, workflow, programming and services.

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

Once the questionnaire portion of the application is answered, there will be a prompt to complete, sign and notarize (where applicable) documents that must be uploaded to the Blackbaud portal. Both traditional and electronic notarization are acceptable methods for the required documents. **Be advised that applications are not considered finalized until all required forms are fully completed and submitted.**

Please note Adobe Reader is required for viewing and printing of documents found in the last section of application.



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APPLICATION CHECKLIST

1. Federal Employer Identification Number (FEIN or EIN)
2. Certificate of Incorporation (For entities incorporated on or after July 1, 2024)
3. NYS Charities Bureau Registration Number
4. Proof of Charities Bureau Filing Compliance
5. Annual Organization Operating Budget
6. PASSPort Account Registration OR CDF
7. Information/Documentation concerning inquiries, monitorships, government investigations, corrective action plans or audits (other than routine annual audit).
8. Organization's staffing information.
9. Program staffing information.
10. Current List of Board Members and High/Executive Level Employees



General Information

Legal name* !

This input is required

Organization Acronym and Other Names Used* !

This input is required

What is the Organization's Current Federal Employment Number (FEIN)* ?
(FEIN, TIN, EIN) Please use the following format 123456789 (no dash)

This input is required

Has the FEIN ever been used or shared by another organization?* !

This input is required

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

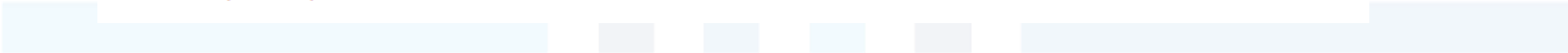
This input is required

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

This input is required

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

This input is required



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

This input is required

What is the date of incorporation?*

MM/DD/YYYY



This input is required

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

This input is required

If the incorporation date is after July 1, 2024; a Supplementary Questionnaire MUST be completed as part of the application process:[Supplementary Application Form](#)




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Is the organization registered and current with the New York State Attorney General's Charities Bureau?*

This input is required

If the organization is designated Exempt (as per rationale issued by New York State) please complete & submit this form: [Charities Bureau Exemption Form](#)


Click or drop files here to upload
Maximum file size: 29MB

What is the estimated operating budget for the organization's current fiscal year?*

This input is required



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Administrative or Business Address

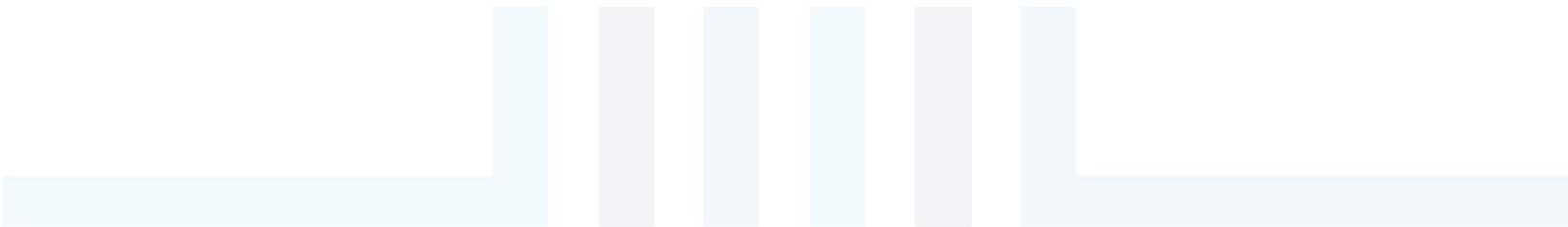
Please provide the administrative Street Address*

This input is required

[Can't find your address?](#)

Please Provide the Organization's Web site

Please list any social media platforms the organization or its staff uses for non-profit programming and services.



Organization Primary Contact

Request Contact Table

+ Add new

PREFIX	FIRST NAME	LAST NAME	SUFFIX	EMAIL ADDRESS	OFFICE TELEPHONE	OFFICE EXTENS
--------	------------	-----------	--------	---------------	------------------	---------------



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Add New

Request Contact Table

Prefix

First name*

Last name*

Suffix

Email address*



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Contact Role

- Alternate Contact
- Employee
- Honoree
- Matching Gifts Contact
- Payee
- Primary Contact
- Sponsor
- Volunteer Gifts Contact
- Student



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Funding Information

Cash amount requested*

Please note that you must request a minimum of \$5,000.

USD

Contracting Agency*

This input is required

Will the organization be seeking funding from Speaker and/or Citywide Initiatives?*

Request Speaker Initiatives and/or City-Wide Initiatives List*

This input is required

Request Council Member*



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Contracting Agency*

[002] Mayor	[042] CUNY	[806] HPD	[941] PANY
[010] MNBP	[056] NYPD	[816] DHMH	[942] PABX
[011] BXBP	[057] FDNY	[819] HHC	[943] PABK
[012] BKBP	[068] ACS	[827] DSNY	[944] PAQN
[013] QNBP	[069] DSS/HRA	[841] DOT	[945] PASI
[014] SIBP	[071] DHS	[846] DPR	[905] DASI
[017] OEM	[098] MOCJ	[856] DCAS	[858] DOITT
[035] NYPL-R	[098] NYCHA	[901] DANY	[072] DOC
[037] NYPL	[125] DFTA	[902] DABX	[826] DEP
[038] BPL	[126] DCLA	[903] DABK	[866] DCWP
[039] QBPL	[260] DYCD	[904] DAQN	
[040] DOE	[781] DOP	[906] OSNP	
	[8011] SBS		



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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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Request Speaker Initiatives and/or City-Wide Initiatives List*

Request Details

No Selection / Not Applicable

A Greener NYC

AAPI Community Support

Abortion Access Fund

Access Health Initiative

Access to Healthy Food and Nutritional Education

Adult Literacy Forward (Formerly Adult Literacy Pilot Project)

Adult Literacy Initiative

Afterschool Enrichment Initiative

Alternatives to Incarceration and Reentry Programs (Formerly Alternatives to Incarceration, Discharge Planning, and Diversion Programs)

Artificial Intelligence Community Engagement

Asylum Seeker Legal Assistance Network (ASLAN) / Pro Se Plus



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Autism Awareness

BID Containerization

Big Brothers and Big Sisters of New York City

Cancer Services

Care Workers For Our Future

Chamber on the Go and Small Business Assistance

Children and Families in NYC Homeless System

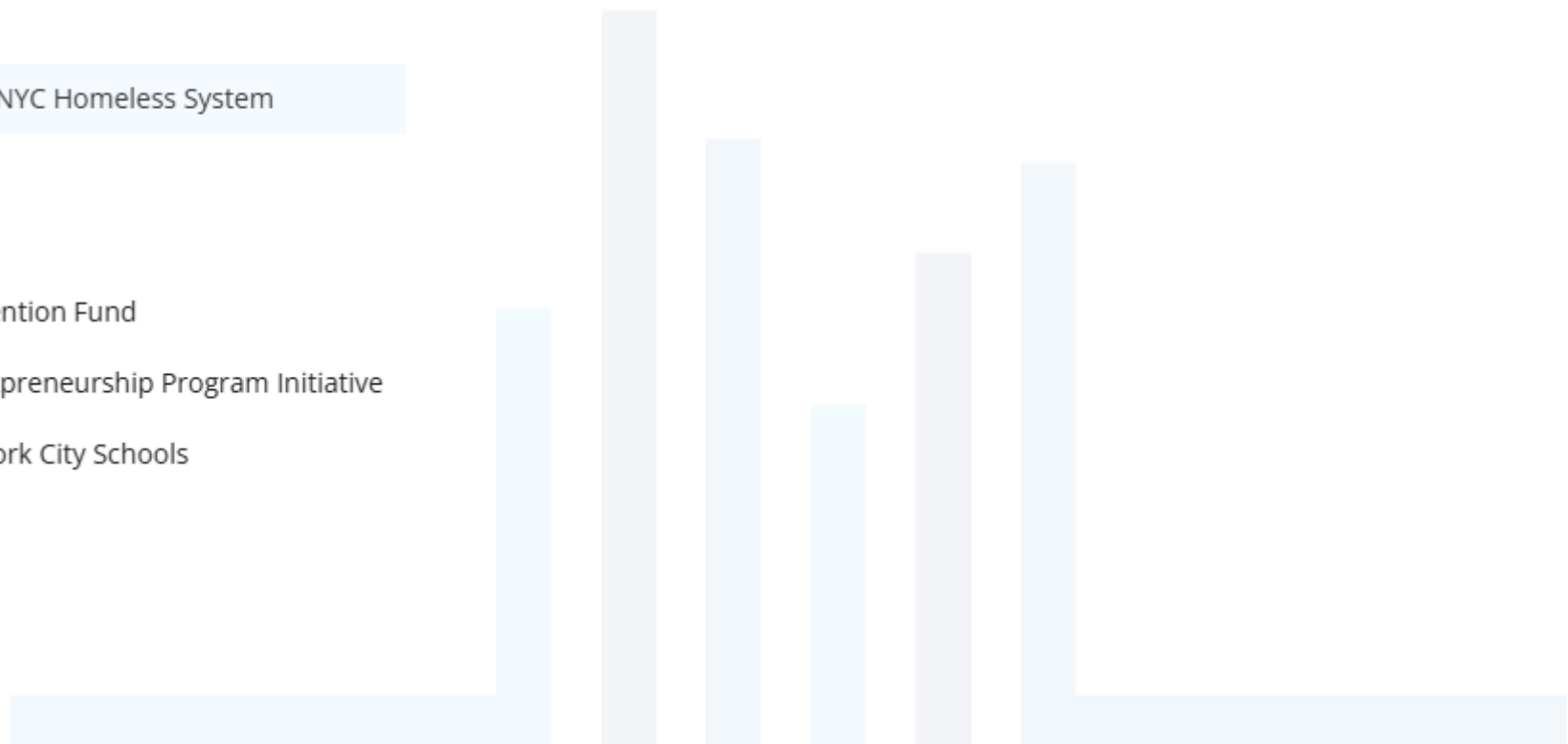
Children Under Five

City's First Readers

Citywide Homeless Prevention Fund

Citywide Young Adult Entrepreneurship Program Initiative

Civic Education in New York City Schools



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Request Council Member*

Abreu

Aldebol

Ariola

Aviles

Banks

BLAC Caucus

Carr

De La Rosa

Dinowitz

Encarnacion

Epstein

Farias

Hanks

Hudson

Irish Caucus

Jewish Caucus

Joseph

Krishnan

Lee

LGBTQIA+ Caucus

Louis

Maloney

Manhattan Delegation

Marte

Mealy

Menin

Morano

Narcisse

Nurse

Osse

Paladino

Progressive Caucus

Queens Delegation

Restler

Riley

Rivera

Salaam

Sanchez, J

Sanchez, P

Santosuosso

Schulman

Staten Island Delegation

Stevens

Thomas-Henry

Ung

Vernikov

Williams

Women's Caucus

Won

Wong

Zhuang

Bottcher

Brewer

Bronx Delegation

Brooklyn Delegation

Brooks-Powers

Caban

Felder

Feliz

Gennaro

Gutierrez

Hanif

Hankerson



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What program or service is the funding being requested for?*

This answer cannot exceed 255 characters.

Please describe the program or service that will receive the allocation?*

When will the program or service be offered or operate?*

Please provide the physical or remote location of programming or services.*?

What is the target demographic for program or service?*

This answer cannot exceed 120 characters

What is the geographic area served by the program or service?*

e.g. Citywide; Brooklyn; Council District 39; Community Board 6; Flatbush, etc. This answer can have a maximum of 50 characters.



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Briefly describe staffing for the program or service.*

Fees

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

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



Outreach

Please describe what the organization does to inform the community of the program or service?*

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

Please describe how the community will benefit from the offered program or service.*



Religious/Private Affiliation(s)

Is the program or service located in a religious, parochial or private school?*

Is the program located within or operated by a religious organization?*

What is the estimated percentage of program participants who are also members of the religious organization or school?*

Please describe the methods of outreach done to inform and invite the general public, (those not affiliated with the school community and/or religious organization) to participate in the offered programming or services?*



PAST SERVICE & CAPACITY

Has the organization previously provided similar programming or services?*

Did the organization receive funding for FY2025 either through expense discretionary or capital?*

Please list all performance evaluations from federal, state, and city agencies for the last three years (2023-2025)*

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

Will the organization use subcontractors?*

Please explain why subcontracting is necessary.*



Acknowledgements & Attachments

Please review the Discretionary Funding Policies & Procedures [\[Insert Link\]](#)

Have you viewed the discretionary polices?*

True



All applicants must submit a completed, signed and notarized FY2027 Certificate of Authorization Form and a completed and signed FY2027 New York City Council Conflict of Interests form. Applications will be not considered final until all required forms are submitted. Failure to submit these forms will result in the proposed allocation being designated as pending and will not move forward until the forms are received. **Please note only forms issued by the New York City Council will be accepted as part of the application.**

Both the Charities Exemption Form and Supplemental Questionnaire need only be completed if applicable. The links to these forms can be found in earlier sections of the application

Do you certify that all statements, answers, information, and representations provided in the application, required forms and supporting documents are true, correct and accurate?*

True



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Certificate of Authorization forms **Certificate of Authorization***



Click or drop files here to upload
Maximum file size: 29MB

Acknowledgements & Attachme...

Name of Authorization form signee*

Conflict of Interests Disclosure Form*



Click or drop files here to upload
Maximum file size: 29MB

Name of Conflict of Interests Disclosure Form signee*

Additional Information/Outreach Materials



Click or drop files here to upload
Maximum file size: 29MB



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New York City Council Discretionary
Fiscal Year 2027

CERTIFICATION OF AUTHORIZATION TO SUBMIT AND APPLICATION COMPLETENESS

Acknowledgements & Attachme...

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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New York City Council
 Discretionary Funding
 Fiscal Year 2027
 Conflicts of Interest Disclosure

Acknowledgements & Attachme...

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.68, S.2601(10)

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

"Associated" Person or Firm: Ch68, S. 2601.5

- 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

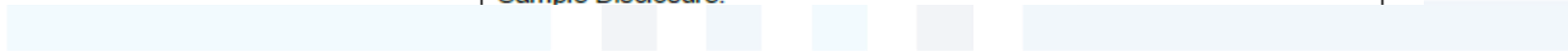
Connection to Organization Including:

- 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:	Sample Disclosure:



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

Mid-February 2026
Applications
Due

July 1, 2026
NYC Fiscal Year 2027
Begins

July / August 2026
Award Notification Letters
from Council Offices
Check Schedule C

July 2026
Begin Your Program

July/August
Attend MOCS training
as necessary

December 2026/January
2027
CDF Award

**December 2026/
January 2027**
CDF Contracting

**December 2026/
January 2027**
Discretionary
Initiative Contracting

August 2027
Submit Final Reports

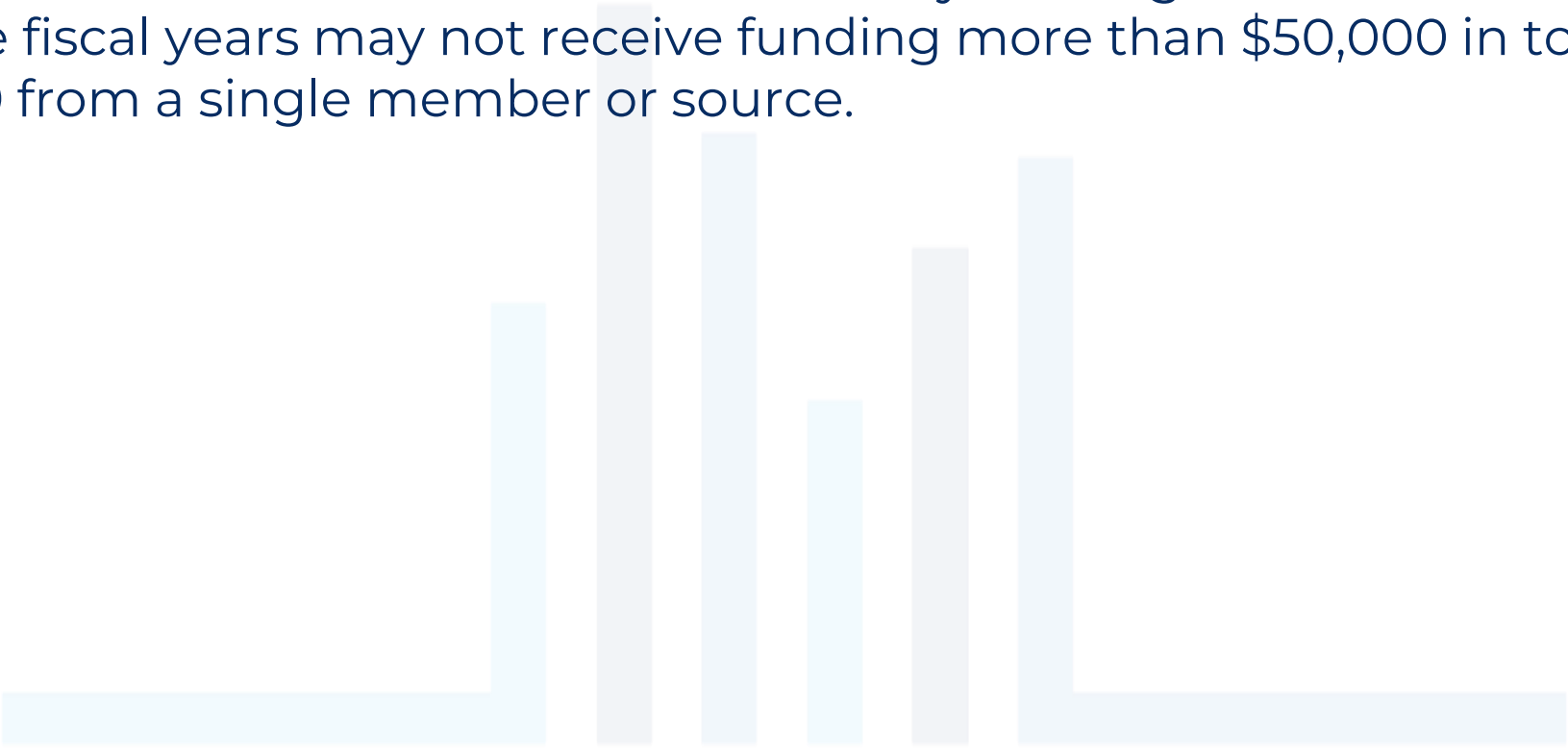


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OTHER DISCRETIONARY EXPENSE FUNDING INFO

New to New York City Council Organizations (Organizations That Have Not Previously or Recently Received Council Discretionary Funding)

Organizations that have not received discretionary funding from the Council within the last three fiscal years may not receive funding more than \$50,000 in total, no more than \$25,000 from a single member or source.



ORGANIZATIONAL CAPACITY & TIMELINE

Remember this is a reimbursement grant!

(unless you contract with DCLA or are selected for the new Discretionary Grant Pilot program)

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



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Q & A

NEED MORE HELP?

VISIT WWW.NPHD.ORG AND
CLICK 'REQUEST HELPDESK SUPPORT'
TO COMPLETE FORM



YOUR FEEDBACK
MATTERS!

**SCAN HERE
FOR A
SURVEY!**

THANKS FOR JOINING US!

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

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TO COMPLETE FORM