



NonProfit  
HelpDesk

2025-2026

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**NYC CAPITAL DISCRETIONARY CAPITAL FUNDING**

January 23, 2026 12:00PM | FACILITATOR: TAMARA KESHECKI

# TAMARA KESHECKI

## Facilitator, Discretionary Funding



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# NONPROFIT HELPDESK

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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

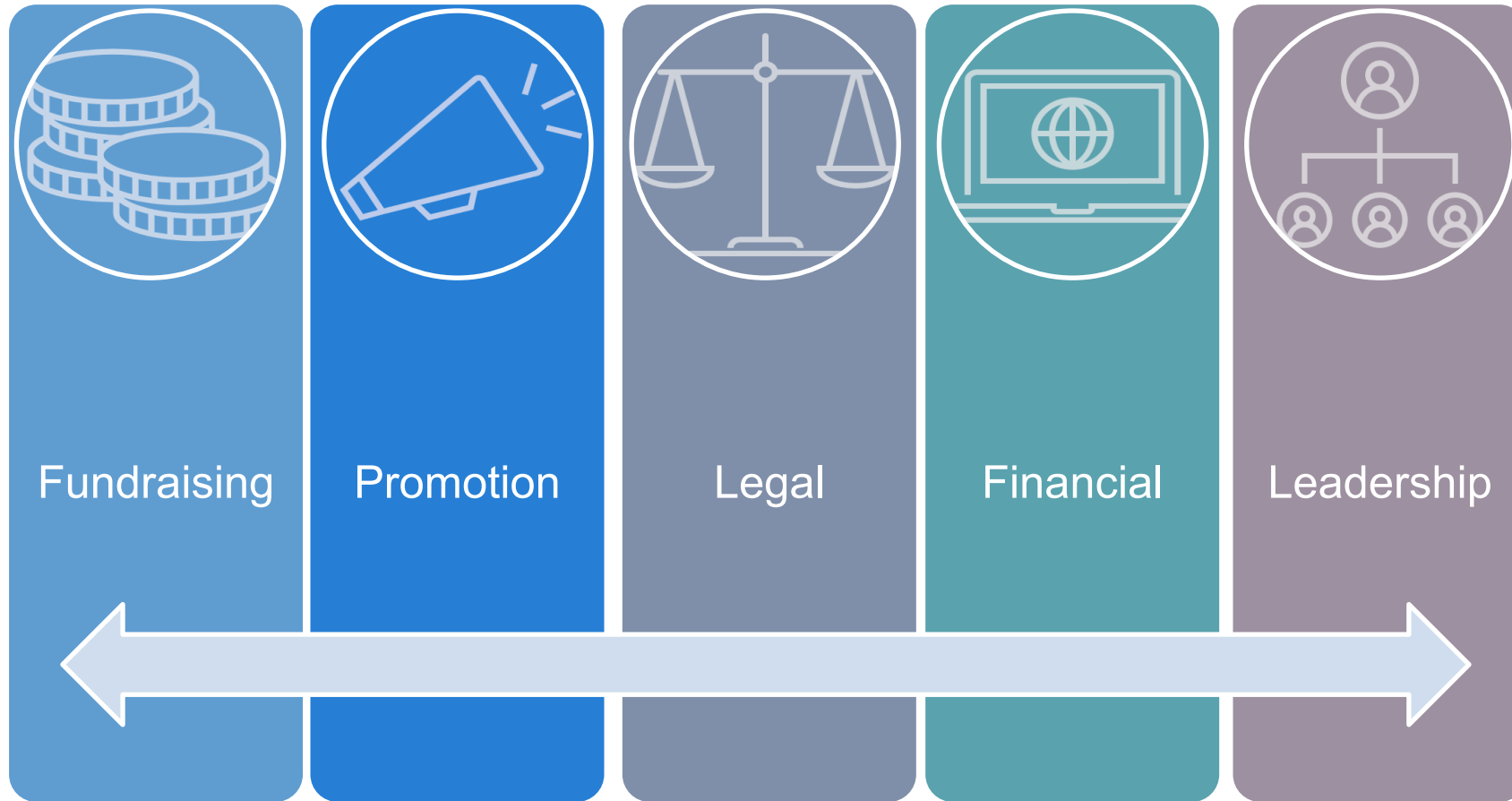
Tue, Jun 17 • 6:30 PM EDT

Free

sample list of workshops, please visit [nphd.org](http://nphd.org) for current schedule

# HELPDESK FOR A VARIETY OF NEEDS

REQUEST SUPPORT BY COMPLETING A FORM AT [WWW.NPHD.ORG](http://WWW.NPHD.ORG)!



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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 CAPITAL Discretionary Applications

## Fiscal Year 2027 CapGrants

### Capital Funding Requests For Not-For-Profit Organizations

(For Cultural Projects, please **visit The Department of Cultural Affairs** for procedures on funding Cultural Projects. If you experience difficulty completing the Cultural Projects Request documents, please direct inquiries to your elected official(s) or the Department of Cultural Affairs)

#### Submission Deadlines

Request	Deadline Date
Requests to Borough Presidents:	February 19, 2026, 5:00 pm
Requests to City Council:	March 19, 2026, 5:00 pm
Requests to Both*:	February 19, 2026, 5:00 pm



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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**.

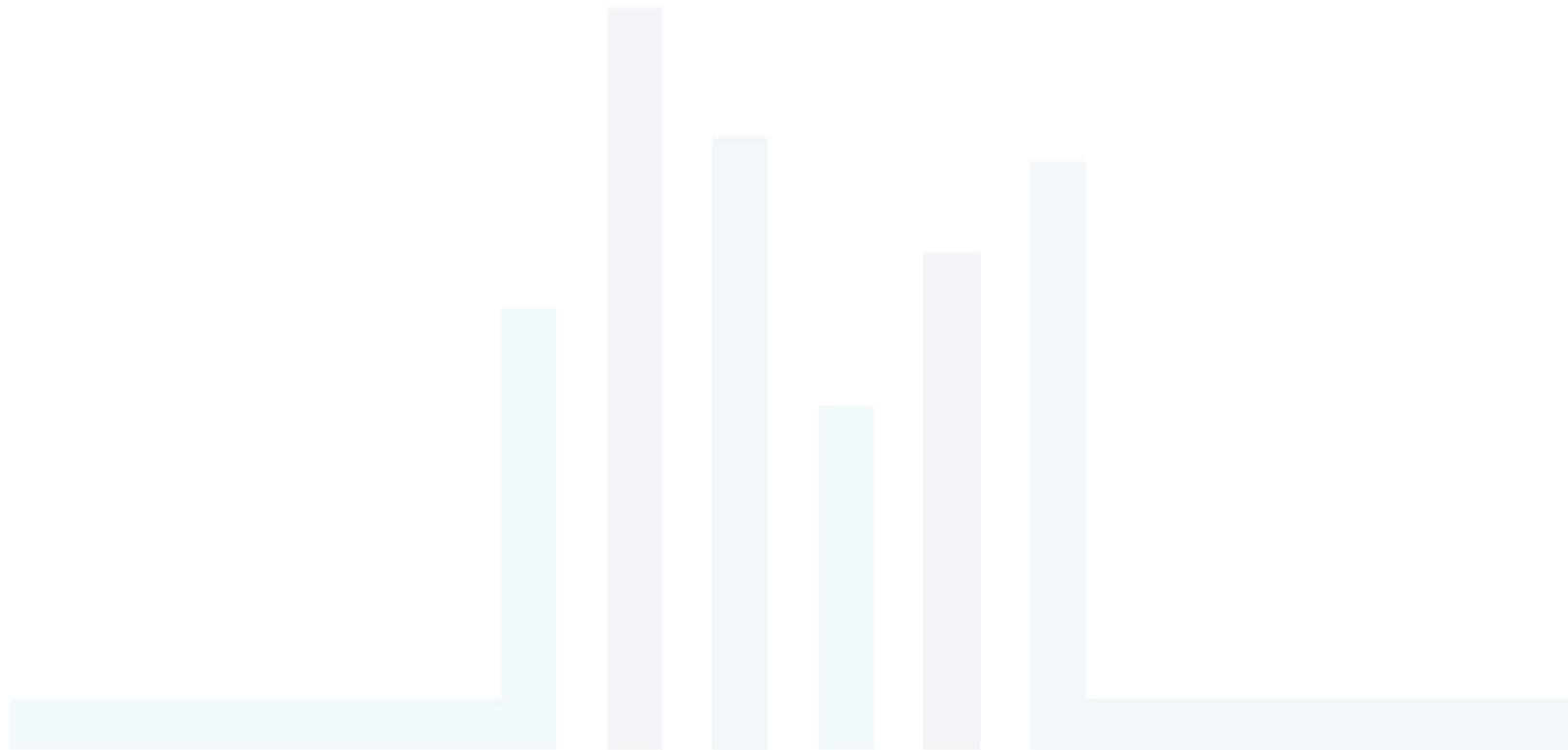
[Apply for FY2027 Discretionary Funding](#)

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



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



# What is NYC Council CAPITAL Discretionary Funding?

## What are Discretionary Capital Grants?

Capital grants are considered discretionary funding, which is a duly appropriated sum of money in the City's expense budget.

Discretionary funding is allocated to an eligible nonprofit organization by the NYC Council or one of its members.

More than two hundred organizations apply each year.

NYC allocates more than \$200 million for projects sponsored by nonprofits. Recipients of these awards are organizations of all sizes and missions, including social and human service agencies, health care providers, and cultural institutions.



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# Eligibility



## DEFINITION:

An eligible project can be a real estate acquisition, construction of a new facility, expansion of an existing facility, upgrades/renovations, or replacement of a building system.

Funds are earmarked for capital projects and facilities owned or acquired by an eligible nonprofit.



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## Resolution A (aka Reso A)

Although the City of New York has compelling needs for capital projects that improve upon its own property, the City may, on occasion under certain circumstances, appropriate capital dollars to a not-for-profit organization for a particular capital project serving a defined City purpose, in spite of the fact that the property may not be owned nor leased by the City. In such cases, as required by the New York State Constitution, the Project must be operated such that it will continue to serve a City purpose for its entire useful life (which corresponds to the period that the bonds issued by the City to finance the Project remain outstanding). Projects may involve:

- Real property (such as acquisition, construction or reconstruction or land/buildings and fixtures) or Moveable Property (such as equipment or furniture that is not attached or is minimally attached to real property, or vehicles).



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# Eligibility



Nonprofit Organization

City Operating Contract

Used for Capital Assets

Useful Life

City Purpose



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***Not-for Profit Status.*** All recipient organizations must be not-for-profit organizations organized under New York State law or registered to do business in New York State.

***City Operating Contract:*** Recipients of City capital funding for acquisition of real property, construction or reconstruction must have one or more separate, pre-existing contracts with the City for operating funds in the City's current fiscal year (i.e., fiscal year 2026 ending June 30, 2026) and the preceding two fiscal years (i.e., fiscal years 2025 and 2024, ending June 30, 2025 and June 30, 2024, respectively) in an amount of at least \$50,000 in each such year. Recipients of City capital funding for Moveable Property must have one or more contract with the City for operating funds in the current fiscal year (i.e., fiscal year 2026 ending June 30, 2026) of at least \$25,000. Hospitals and clinics may receive capital funds for Moveable Property although they have no operating contract with the City. Please note that such operating contracts are for City expense funds, including discretionary allocations from elected officials.



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# Eligibility



***Capital Asset.*** City capital funds may only be used for capital assets pursuant to Generally Accepted Accounting Principles and the directives of the City Comptroller. Examples of items that do not constitute capital assets include the following:

- Lease payments (including payments under capital leases) are ineligible.
- Maintenance, demolition, fundraising, and title insurance are ineligible.
- Interest costs are ineligible. Repayment of principal of a loan is only eligible to the extent the loan relates to an eligible Project and was taken out after the date of the City appropriation in anticipation of repayment with City funds.
- Soft costs such as design costs are eligible only to the extent they are necessary and incidental to a Project.



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*Useful Life.* The City, in its sole discretion, will assign a period of probable useful life to the Project based on engineering estimates and the requirements of the New York State Local Finance Law. That period will also correspond to the period of time during which the City will be required to repay the funds that it must borrow in order to finance the Project. **The Project must have a useful life of at least five years after completion or installation in order to be eligible for City capital funds**, except that Projects consisting of computer hardware, software, networks, and information technology systems may have a useful life of three years after completion or installation. **In general, most Projects involving real property will have useful lives longer than five years, but not longer than 30 years.**



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*City Purpose:* Projects must be for a defined City purpose, which should be thoroughly explained in the Request Form.

Prior to the distribution of City capital funds, a recipient organization will be required to enter into legal contracts with the City including a declaration of **restrictive covenant that is recorded as a senior lien against, and runs with, the land** (the “City Purpose Covenant”) requiring, among other things, that the Project be used for such defined City purpose for its entire useful life. At a minimum, **the City Purpose Covenant will require that the Project be used by a not-for-profit organization for Front Line Services that are made directly available to residents of the City during normal business hours without discrimination.** The City Purpose Covenant does not secure the repayment of the City funds, as would a traditional lien. Rather, it will require that the Project be used for the required purpose, even if another party were to take control of the Project.



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# MINIMUM & MAXIMUM REQUEST AMOUNTS

## REAL PROPERTY

land or a building: acquisition, construction, or reconstruction

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Minimum City Contribution must be at least \$500,000.

Maximum City Contribution: may not exceed 90% of the capitably eligible costs of the Project up to \$2 million and 50% of the portion of the Project that is in excess of \$2 million. Consequently, for real property Projects, the City may pay a maximum of 50% of requested Project costs once City appropriations at the same address for the same organization exceed \$2 million in aggregate (excluding separate and distinct Projects that have been fully completed and funding closed out).

**Example:** a real property Project with a total cost of \$3 million may receive \$2.3 million in City capital funds (which equals 90% of the first \$2 million plus 50% of the additional \$1 million in Project costs).



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# MINIMUM & MAXIMUM REQUEST AMOUNTS

## REAL PROPERTY NOTE

### land or a building: acquisition, construction, or reconstruction

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For real property Projects, 50% or \$1 million (whichever is lower) of the non-City funds must be either received or pledged, in which case the applicant has signed commitment letters from donors, pre-approval letters from banks, or other proof that the funds will be available



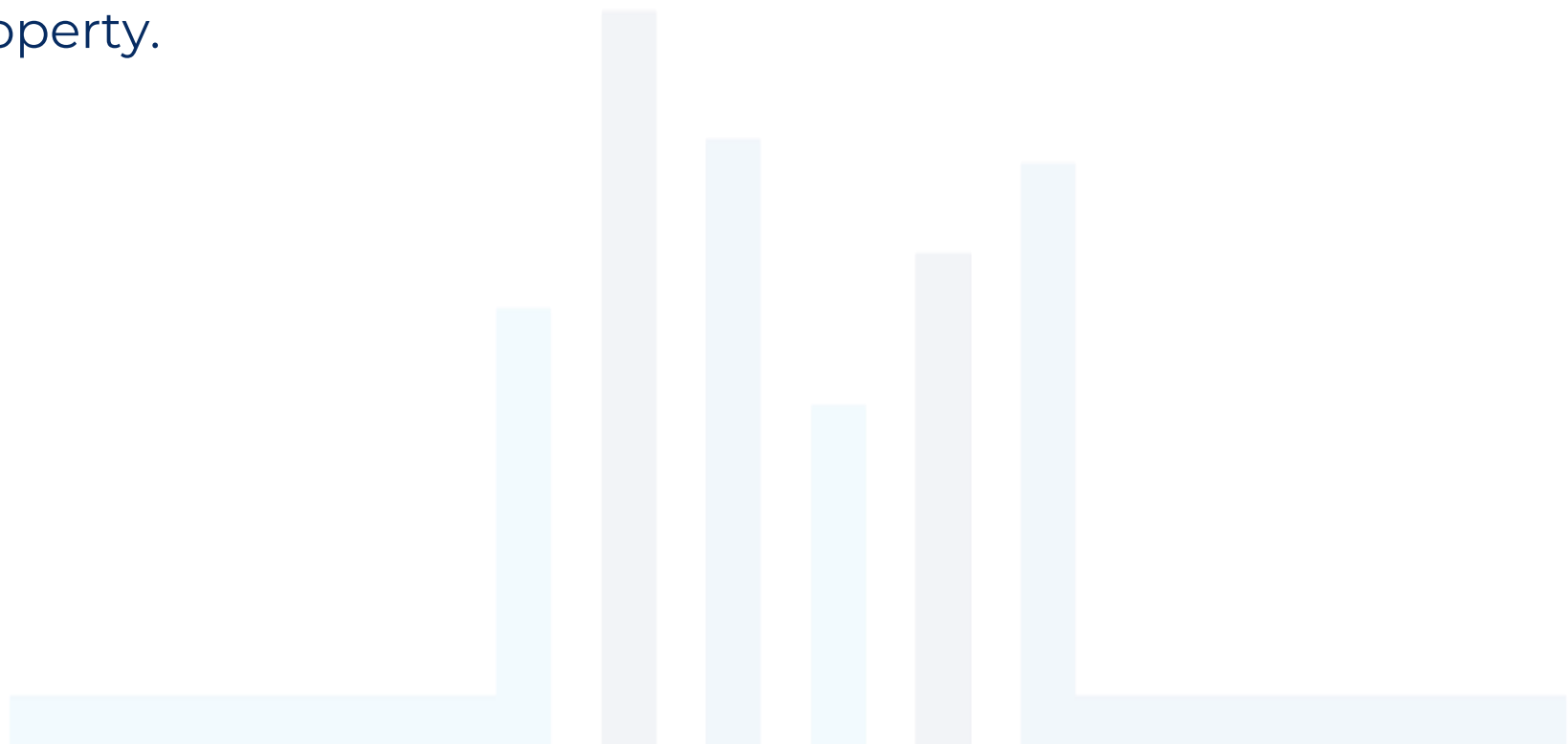
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# MINIMUM & MAXIMUM REQUEST AMOUNTS MOVEABLE PROPERTY

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Minimum City Contribution must be at least \$50,000.

Maximum City Contribution: may fund the total costs of Projects that are entirely for Moveable Property.



# MINIMUM & MAXIMUM REQUEST AMOUNTS

## MOVEABLE PROPERTY NOTES

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Any items that do not serve the same logical purpose and are not physically connected are considered separate Projects, each of which must meet the \$50,000 minimum cost threshold.

However, in the case of Initial Outfitting (i.e., the outfitting of a defined area that has been newly acquired, leased or constructed or is the subject of a comprehensive reconstruction), items that are not physically connected may be combined to meet the \$50,000 minimum as long as each item has a minimum cost of \$165 and as long as such items are ordered within six months of the first use of such area.

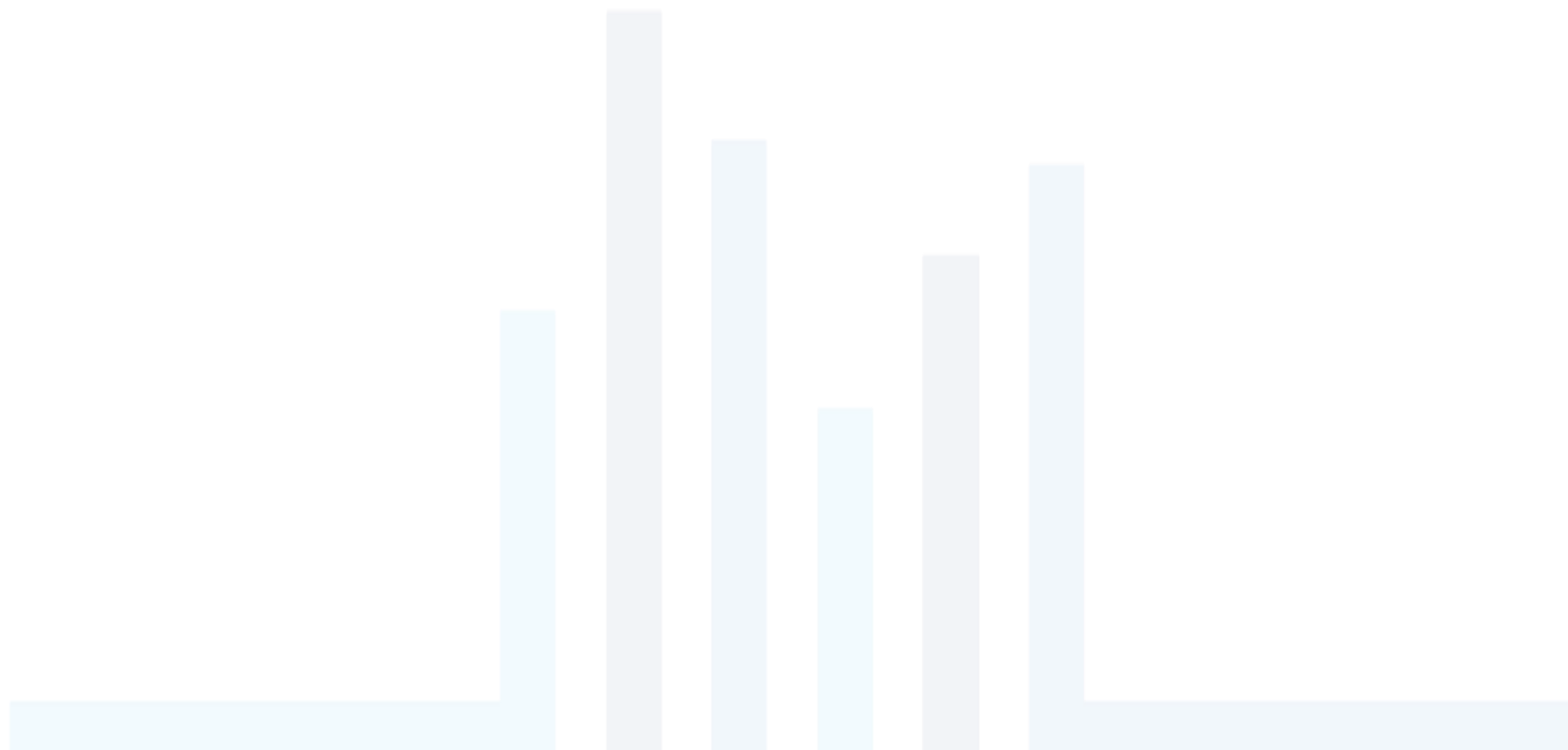


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# LEASE OR DEED REQUIREMENTS

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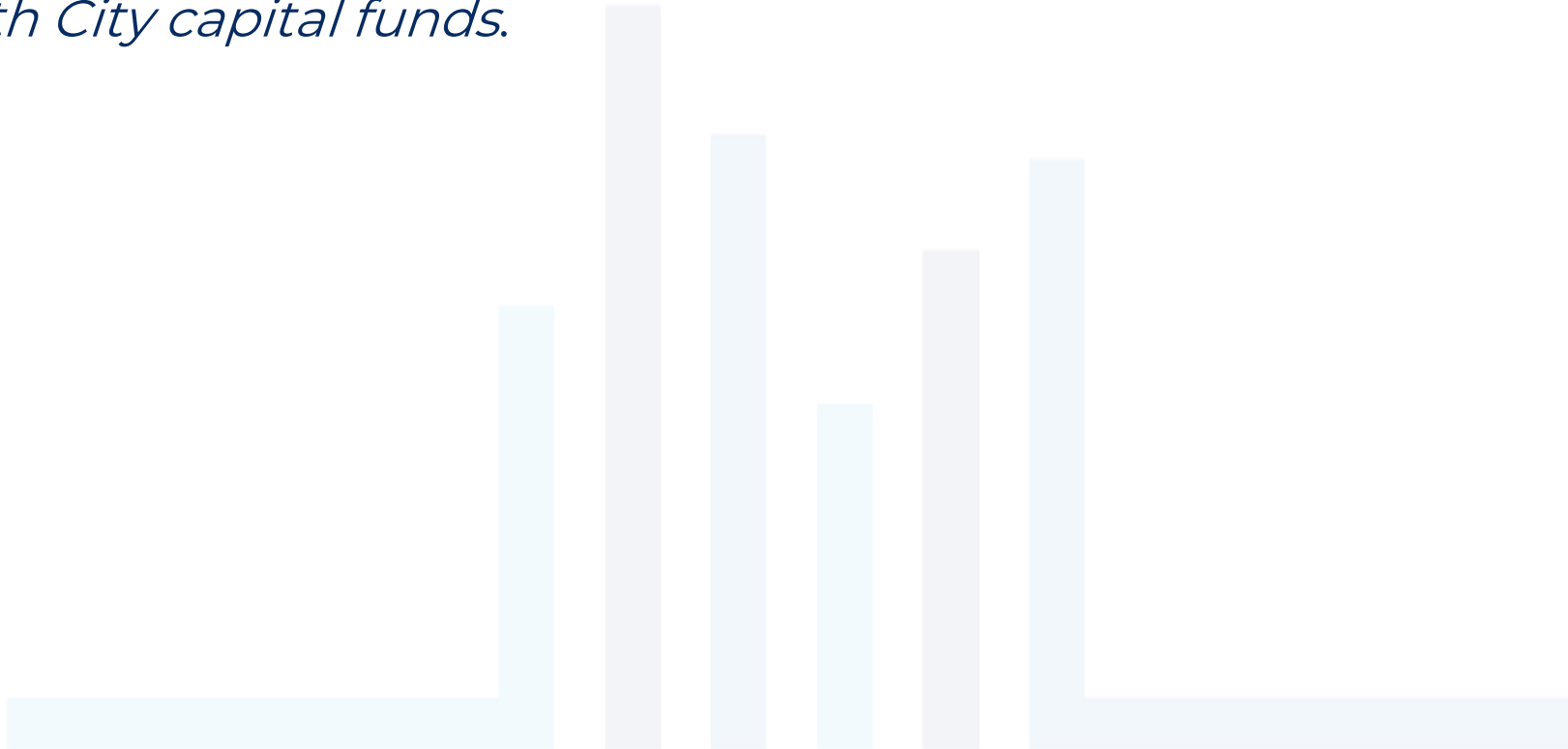
*Property Must Be Used By Funding Recipient.* The City will not pay for an organization to acquire, construct or improve real property that is leased or is to be rented out to others.



# LEASE OR DEED REQUIREMENTS

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*Property Must Be Owned By Funding Recipient.* For real property Projects, the property being improved must be owned by the recipient organization, unless one of the exceptions below applies. *Note that notwithstanding the exceptions below, no organization may receive a City rent subsidy for space that has been acquired or improved with City capital funds.*



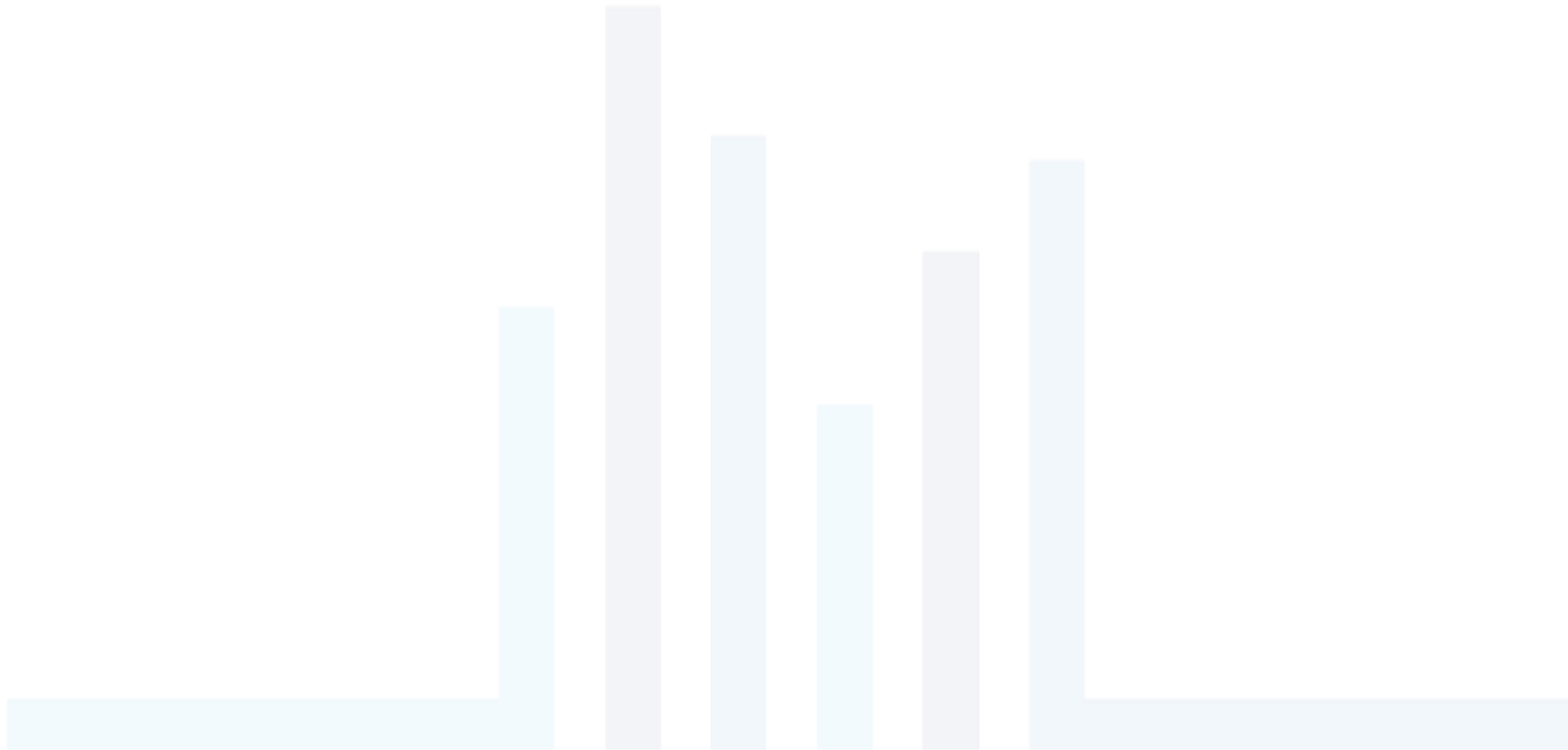
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# LEASE OR DEED REQUIREMENTS

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## Government-Owned Property

The City may pay for a recipient to make improvements to real property that is owned by the City and leased to the recipient; provided that if the recipient will be undertaking such improvements, a Request Form must be submitted.



# LEASE OR DEED REQUIREMENTS

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**Non-Government-Owned Property:** may fund Projects on real property that the applicant leases from a non-government entity if (i) the **lease is at least as long as the useful life of the improvements**, (ii) the **landlord agrees to the recordation of the City Purpose Covenant on its property in a senior position**, (iii) the recipient organization has the demonstrable ability to fulfill its obligations under the lease until its expiration, **and (iv) one of the following applies:**

**Where No Rent is Paid by the Applicant:** may fund Projects on real property that is rented from an affiliate of the applicant provided that both organizations are not-for-profits and no rent is paid by the applicant with respect to the space acquired or improved with City funds. The City may also fund Projects on real property that is rented from a wholly owned subsidiary so long as no rent is paid by the applicant.

**Where Rent is Paid by Applicant:** may fund Projects on real property that is rented from an affiliate of the applicant provided that both organizations are not-for-profits and the two organizations are under common corporate control.

**Senior Centers:** may waive the ownership requirement for leasehold improvements to senior centers provided that there are no liens or mortgages on the property.



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## OTHER REQUIREMENTS

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*Front Line Services.* City capital funds may not be used for administrative use (e.g., back office, executive or support service space or use), unless the funds are for an integrated building used both for Front Line Services and administrative uses. City capital funds may **only be applied to buildings (or condominium units) in which a majority of space used by the funding recipient is for Front Line Services for a majority of the time** that such space is used. Therefore, the City may pay for any acquisition, construction, reconstruction or equipment in a building that is used primarily for Front Line Services, even if the capital work being carried out, or the equipment being purchased, is in a portion of the building that is not in itself dedicated to Front Line Services. **Front Line Services are services that are rendered directly to the public through physical public access (such as the galleries of a museum) or through telephonic communication (such as a hotline).** When a building, or condominium unit, is used primarily for Front Line Services, City capital funds may be applied to construction, reconstruction, equipment or furnishing of any part of such building or condominium unit used by the funding recipient. Electronic medical records Projects will be deemed to be for Front Line Services even if electronic equipment to support such Projects is in a location that does not otherwise qualify as Front Line Service space. Note that in no event are disaster recovery Projects considered Front Line Service Projects and, therefore, such Projects are not eligible for City capital grants. **In the case of vehicles, they must be used a majority of the time for Front Line Services.**



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## OTHER REQUIREMENTS

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*Operating History, Full Time Staff and Audited Financials.* Applicants must demonstrate financial resources sufficient to support the Project on an ongoing basis throughout its useful life. Funding will not be provided to startup organizations, organizations with no current, paid, full-time staff or organizations that cannot demonstrate a history of operating those services proposed to be provided to the satisfaction of the City.

*Legal Requirements, Licensing/Zoning/Building Codes.* Recipient must demonstrate that the Project will comply with all applicable Federal, State and local laws.

*Expensive/Unique Items.* The capital Project should fit the organizations needs and intended City purpose. All costs reimbursed by the City must be reasonable, based on the standards of a prudent person. **The City will not provide funding for any Project that is so unique that the Project would only be useful to the recipient under any reasonable circumstances.** Furthermore, the City will not provide funding for Moveable Property that is not easily transportable and reusable in another location if the City is forced to take possession of such Moveable Property. Similarly, the City will not provide funding for Moveable Property if its value would not justify the cost of relocating and reusing such Moveable Property if necessary.



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## OTHER REQUIREMENTS

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*Software.* Please note that many items of equipment in addition to computers contain software, including medical equipment and telephone systems. The City will not fund such software (or equipment embedded with such software), unless such software license(s) are transferrable to the City and/or the City's designee.

*Private Schools.* No funding will be provided to private elementary or secondary schools, except schools where one-hundred percent of the student body consists of special education students with disabilities whose tuition costs are covered by the City's Department of Education, provided that any such school is not located in the building of another school.

*All Real Property Projects Must Have a 15% Contingency Built In.* The City will also require that the Project contain a 15% contingency for all remaining Project costs. For example, if a funding recipient has already spent \$1 million out of a total Project cost of \$4 million, a 15% contingency based on the remaining \$3 million (i.e., \$450,000) must be included in the Project budget. This contingency may be funded through City or non-City sources.



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# REIMBURSEMENT

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*Funds Will Be Made Available Only on a Reimbursement Basis.*

Requisitions must include invoices along with proof of payment of those invoices in order to be reimbursed. It will be the responsibility of the recipient organization to advance funds from its own sources and provide proof of payment prior to reimbursement from the City for eligible costs. The City has no obligation to reimburse an organization until a Funding Agreement is executed between the City and the organization and registered with the City Comptroller. Although an organization may spend its own funds prior to the execution and registration of a Funding Agreement (provided such spending is after the date of appropriation), any such prior expenditure is at the organization's sole risk and may not ultimately be reimbursed.

*The City Will Reimburse Only for Eligible Costs Incurred After the Date of the City Appropriation.* Expressions of intent to fund a Project are not conclusive until an appropriation has been made through the City's legislative process.



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# EXCEPTIONS

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*Housing Programs.* Projects in New York City Housing Authority property and housing Projects identified with a housing loan program of the City's Department of Housing Preservation and Development are not subject to these Guidelines. Funds requested for housing development (new construction) or rehabilitation can be used for construction hard or soft costs. Funds can be used for acquisition only if the Project has all funding in place and is assured to move to completion.

*Cultural Projects.* Some of the requirements described above do not apply to Cultural Projects. Cultural Projects may receive capital funds although the funding recipient has no operating contract with the City. The provisions that set the maximum City contribution, that require recipients to have a certain amount of funding in hand and that require that space be used only for Front Line Services do not apply to Cultural Projects. In addition, the City may improve property leased by cultural organizations, provided that (i) the recipient provides documentation from its landlord and any lienholders that they will agree to the recordation of the City Purpose Covenant on its property in a senior position and (ii) the lease is at least as long as the useful life of the property. Also, please note that under certain circumstances, the Department of Cultural Affairs may elect to purchase equipment for an organization, thereby avoiding the need for the organization to make equipment purchases and seek reimbursement from the City.



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FY2027  
CapGrants Funding  
Process

## FUNDING PROCESS:

1. Submission of Request Forms.
2. Appropriations of Funds are made after July 1, 2026!
3. Assignment of Managing Agency – do not start work prior!
  1. Construction: NYC Economic Development Agency (EDC)
  2. Moveable Projects for Senior Centers: Dept. for Aging (DFTA)
  3. Moveable Projects: Dept. of Design and Construction (DDC)
2. OMB must issue a certificate to proceed.
3. Contract registered after all necessary approvals issued.



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## FUNDING PROCESS:

Arrange funding to bridge capital grant.

Demonstrate full funding of project.

Comply with declaration of covenants.

Arrange mortgages subordinate to NYC use lien.

Engage with Mayor's Office of Management & Budget (OMB) and the assigned processing agency, which is typically the Economic Development Corporation (EDC).

Establish (with OMB) eligible project costs.

Comply with your existing NYC operating agreement.

Secure project, design documentation, and construction budget approvals.

Receive fund disbursements—*typically, up to 24 months after initiating funding process.*



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## THIS IS A REIMBURSEMENT GRANT!

Funds will only be made available upon requisition by the recipient.

### Exceptions:

#### Cultural Projects

Cultural Projects may receive capital funds without an operating contract with the City.

The provisions that set the maximum City contribution, that require recipients to have a certain amount of funding in hand and that require space be used only for Front Line services do not apply.

The City may improve property leased by cultural organizations if

- (i) The recipient provides documentation from its landlord and any lienholders that they will agree to the City Purpose Covenant;
- (ii) The lease is at least as long as the useful life of the property.



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# FY2027 CapGrants Portal

# Resolution A Aka Reso A

## STEP 1: DOWNLOAD APPLICATION DOCUMENTS

Click on the link below to download the Application Documents. Please SAVE the Application Documents on to your computer and fill them out electronically using Adobe Reader.

If submitting a Moveable Property application (i.e., Initial Outfitting, Standalone Equipment and/or Equipment System, or Vehicle Purchase), it is highly recommended that applicants review the following materials from the New York City's Department of Design and Construction (DDC), the Managing Agency for Moveable Property projects:

- **DDC's Non-Reimbursement Program Handbook (PDF)**
- **DDC's Non-Reimbursement Program checklist, template agreements, and required submissions**

### Download Application Documents

DO NOT SCAN the Application Documents. **Scanned Applications Documents (other than attachments) will not be reviewed.**

In order to fill out the Application, you will need Acrobat Reader 10.0 or greater. To download a free copy of Reader, visit <http://get.adobe.com/reader/>

## STEP 2: COMPLETE APPLICATION

Please note that you will only need to fill out the Organization Form and the Application(s) that are relevant to the project(s) for which you are seeking City funding. You will need to complete an Organization form even if your organization has applied for funding in a previous year.

## STEP 3: SUBMIT APPLICATION THROUGH CapGrants

Please check the website in January 2026 for the opening of the CapGrants Portal, where applicants will upload their completed applications.



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## Download the CapGrants Application Package:

Capital Application Documents (non-cultural):

<https://www.nyc.gov/assets/capitalgrants/downloads/applicationdocuments-fy2027.zip>

Capital Application Documents (cultural):

<https://www.nyc.gov/site/dcla/cultural-funding/capital-funding-request-page-1.page>



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# Capital Application Documents (non-cultural):

-  1. Application Instructions
-  2. FEMA Costs
-  3. Bullet Points to Guidelines
-  4. Exhibit 1 Guidelines
-  5. List of Ineligible Items
-  6. Organization Form
-  7. Application- Construction-Renovation
-  8. Application- Initial Outfitting
-  9. Application-Standalone Equipment and-or Equipment System
-  10. Application- Vehicle(s) Purchase
-  11. Application- Real Property Acquisition
-  12. Application- Housing Projects (HPD)
-  13. Glossary of Terms
-  14. Exhibit 2 Form of Declaration of Restrictive Covenant
-  15. Exhibit 3A Form of Subordination Agreement
-  16. Exhibit 3B Form of Exclusion Agreement
-  17. Exhibit 4A Status Report
-  18. Exhibit 4B Compliance Certificate - Real Property
-  19. Exhibit 4C Compliance Certificate - Equipment and Vehicles
-  20. Exhibit 5 Form of Software License Assignment
-  21. Exhibit 6A Form of Landlord Letter - Attached Property
-  22. Exhibit 6B Form of Mortgagee or Creditor Letter - Attached Property
-  23. Exhibit 7A Sample Cost Breakdowns - Construction
-  24. Exhibit 7B Sample Cost Breakdown- Initial Outfitting
-  25. Exhibit 7C Sample Cost Breakdowns - Equipment Systems
-  26. Exhibit 7D Sample Diagrams - Equipment System
-  27. Exhibit 8 Lobbying Certification
-  28. Exhibit 9 Conflict of Interest Disclosure and Compliance Certification
-  29. Exhibit 10 Doing Business Data Form
-  30. Exhibit 11 Moveable Property - Multiple Locations Supplement
-  31. Exhibit 12 Sample Construction or Renovation Project Narratives
-  32. Exhibit 13A Opinion of Counsel Letter (Real Property)
-  33. Exhibit 13B Opinion of Counsel Letter (Moveable Property)
-  34. Exhibit 14 Facade-Building Envelope Eligibility Supplement



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# Capital Application Documents (Cultural):

-  01. Instructions
-  02. FY27 Funding Request Guidelines
-  03. ORGANIZATION SECTION
-  04. PROJECT SECTION - APPENDIX CR
-  05. PROJECT SECTION - OTHER SPECIAL APPENDICES (info sheet)
-  06. PROJECT SECTION - APPENDIX EQ
-  07. PROJECT SECTION - APPENDIX V
-  08. Doing Business Data Form
-  09. Conflict of Interest Disclosure and Compliance Certification
-  10. Lobbying Certification (City Council funding only)
-  11. Restrictive Covenant Acknowledgment
-  12. Equipment\_Landlord Acknowledgment
-  13. Operating Budget (Template)
-  14. Construction-Renovation Budget Calculator (Reference only)



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# NYC Capital Grants

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\* Confirm password



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[Play the audio code](#)

Enter the code from the image

Register



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## Notices

**We highly advise that you complete and submit your application(s) well before the submission deadline. The City is not responsible for any failure to meet the deadlines listed below.**

### Submission Deadlines

Request to Borough Presidents	2/19/2026 5:00 PM
Request to both Borough Presidents and City Council	2/19/2026 5:00 PM
Requests to both Borough Presidents and the Department of Cultural Affairs	2/19/2026 5:00 PM
Requests to City Council	3/19/2026 5:00 PM
Requests to the Department of Cultural Affairs	3/19/2026 5:00 PM

<a href="#">Description</a>
<a href="#">Guidelines</a>
<a href="#">Bullet Points to guidelines</a>
<a href="#">Instructions</a>
<a href="#">"How to" videos</a>

**Step 1: Click on the Organizations tab at the top of this page to register your Organization and submit Organization materials. If your Organization was registered by another user, you can request access in the Organizations tab.**

**Step 2: Click on the Projects tab to submit an application for a specific Capital Project. Note: Your Organization must be registered before you can submit a Project application.**

**Links to detailed submission instructions and "how to" videos can be found on the right-hand side of this page. If you have questions or experience technical difficulties, please contact your elected official(s).**

## Organizations

[Register New Organization](#)

[Request Access to Existing Organization](#)

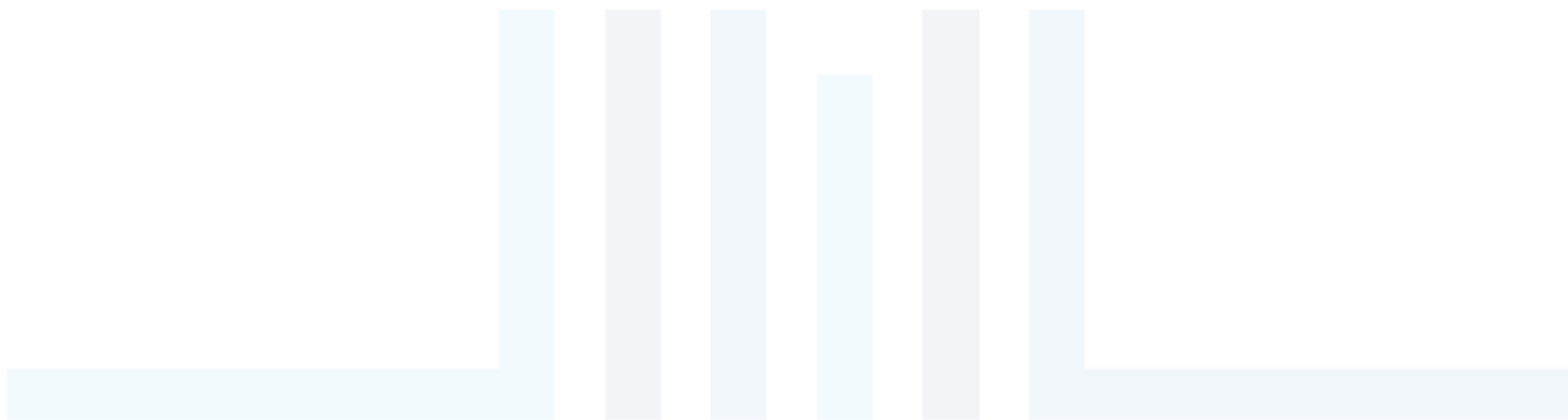
[Organization](#) ↑

[Organization Type](#)

[Created By](#)

[Status](#)

[Messages](#)



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Name \*

EIN \*

Organization Type \*

Select ▼



[Generate a new image](#)

[Play the audio code](#)

Enter the code from the image

Next

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For **Cultural Projects**, select a project type (Construction/Renovation, Standalone Equipment of Equipment Systems, Vehicle Purchase, or Repurpose) from the dropdown menu and click "Next." You do not need to select an "Application Category" for Cultural Projects.

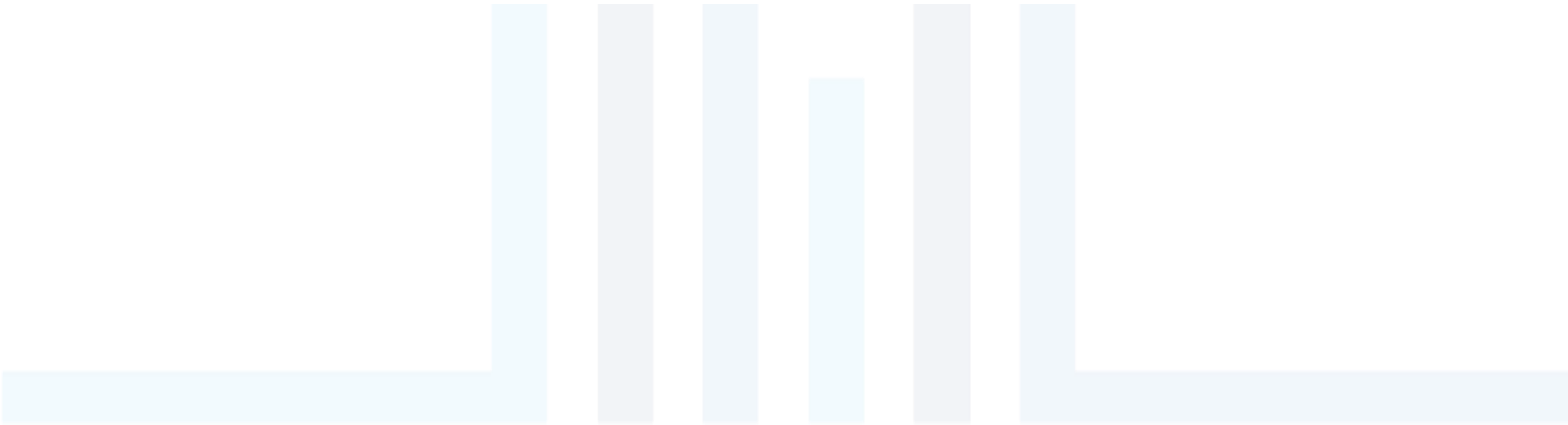
50%

### Application Category

**Organization \*** CapGrantsTestUser Cultural

**Project Type \***

[Next](#)



# ORGANIZATION REGISTRATION

50%

**Save**

## Organization Details

<b>Name *</b>	Instructions Org	<b>Address 1</b>	<input type="text"/>
<b>EIN *</b>	888888888	<b>Address 2</b>	<input type="text"/>
<b>Organization Type *</b>	Non-Cultural (All Other, Housing, Charter	<b>City</b>	<input type="text"/>
<b>Doing Business As (DBA)</b>	<input type="text"/>	<b>State</b>	<input type="text"/>
<b>Business Phone</b>	<input type="text" value="Provide a telephone number"/>	<b>Postal Code</b>	<input type="text"/>

<b>Capital Contact</b>		<b>Principal/CEO/CFO</b>	
<b>Name</b>	<input type="text"/>	<b>Name</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>	<b>Email</b>	<input type="text"/>
<b>Phone</b>	<input type="text" value="Provide a telephone number"/>	<b>Phone</b>	<input type="text" value="Provide a telephone number"/>

**Save**



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# ORGANIZATION REGISTRATION UPLOADS

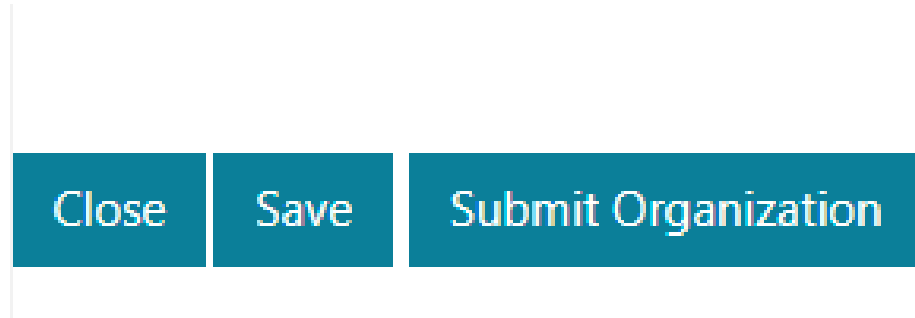
## Required Documents

<u>File Name</u>	<u>Status</u>	
II-00 Organization Section	Pending	<a href="#">Choose File</a>
II-01 Articles and Certificate of Incorporation	Pending	<a href="#">Choose File</a>
II-04 Form CHAR500	Pending	<a href="#">Choose File</a>
II-05 Organizational Chart	Pending	<a href="#">Choose File</a>
II-06 Board of Directors	Pending	<a href="#">Choose File</a>
II-07 Operating Budget	Pending	<a href="#">Choose File</a>
II-08 Strategic Plan and-or Business Plan	Pending	<a href="#">Choose File</a>
III-01 Doing Business Data Form	Pending	<a href="#">Choose File</a>
III-02 Conflict of Interest Disclosure and Compliance Certification	Pending	<a href="#">Choose File</a>

## Supplemental Documents

<u>File Name</u>	<u>Status</u>	
II-02 NYS License and Good Standing	-	<a href="#">Choose File</a>
II-03 IRS Tax Exempt Status	-	<a href="#">Choose File</a>
II-09 Affiliates	-	<a href="#">Choose File</a>
III-03 Lobbying Certification (City Council funding only)	-	<a href="#">Choose File</a>

# ORGANIZATION REGISTRATION



**Please note:** Once you submit your Organization, you cannot make any changes or upload new or updated documents unless changes are requested by an Elected Official. Please refer to Section V – Requests for Additional Information.



## Projects

[Create New Capital Request](#)

<a href="#">Project Title</a>	<a href="#">Organization</a>	<a href="#">Submission Id</a>	<a href="#">Application Category</a>	<a href="#">Project Type</a>	<a href="#">Status</a>	<a href="#">Message(s)</a>	<a href="#">Created By</a>
-------------------------------	------------------------------	-------------------------------	--------------------------------------	------------------------------	------------------------	----------------------------	----------------------------

There are no records to display.



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Close Save Submit Project

<b>Organization *</b>	Instructions Org	<b>EIN *</b>	888888888
<b>Application Category *</b>	All Other	<b>Project Type *</b>	Moveable Property for Initial Outfitting
<b>Project Title *</b>	<input type="text"/>	<b>Status</b>	Draft
<b>Total Project cost</b>	<input type="text"/>		
<b>Total City Funding Request Amount</b>	<input type="text"/>		

Minimum Funding Amount: 50,000.00

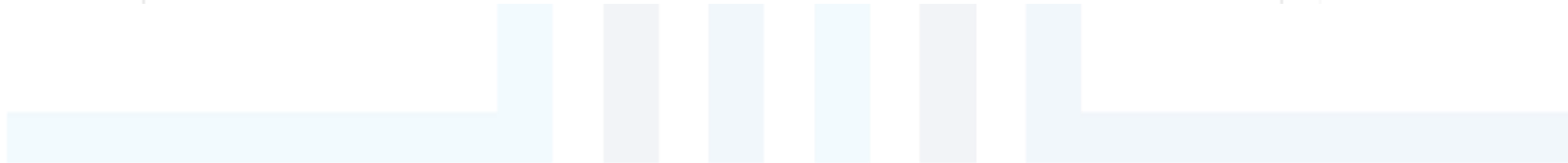
Project Location(s)

Add New Project Location

Street Address Street Address 2 City State Zip Code Borough Council District Block Lot Unit Ownership

Please add a project location

Project Description



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## Funding Request Amounts

**Elected Official**

**Amount**

Add Funding Request

**Council Member**

Please select a council Member(s) or delegation(s) that you would like to see your request.

Multiple members may be selected.

Add Council Member

## Funding Requests Amounts

Elected Official ↑

Amount

There are no records to display.



### Requesting Funds from City Council:

**PLEASE NOTE:** You cannot request a specific amount of funding from an individual Councilmember or Delegation. As shown below, first enter the total funding request amount for City Council in general.

Funding Request Amounts

Elected Official

Amount

Add

Council Member  
Please select a council Member(s) or delegation(s) that you would like to see your request.  
Multiple members may be selected.

Add Council Member

Funding Requests Amounts

<a href="#">Elected Official</a> ↑	<a href="#">Amount</a>	
\$-Total Council Funding Request	50,000.00	

Then add the Councilmembers and Delegations whom you want to see your application.

Funding Request Amounts

Elected Official

Amount

Add

Council Member  
Please select a council Member(s) or delegation(s) that you would like to see your request.  
Multiple members may be selected.

Add

Funding Requests Amounts

<a href="#">Elected Official</a> ↑	<a href="#">Amount</a>	
\$-Total Council Funding Request	50,000.00	
_Council Delegation - Citywide (Speaker)		
_Council Member - Abreu, Shaun (DIST 7)		



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Upload your Project Application Documents.

**Please note:** Some documents are required for all Projects (Required Documents) and other are only required if relevant to your Project (Supplemental Documents). Carefully follow the instructions in the Project Application Form to determine which documents you must provide.

#### Required Documents

File Name	Status	
B_00 Initial Outfitting Application	Pending	<a href="#">Choose File</a>
B_09 Moveable Property List	Pending	<a href="#">Choose File</a>
B_10 Cost Breakdown Basis	Pending	<a href="#">Choose File</a>

#### Supplemental Documents

File Name	Status	
B_01 Lease - Private Property	-	<a href="#">Choose File</a>
B_02 Lease - City-owned Property	-	<a href="#">Choose File</a>
B_03 Status of Pledged Non-City Funds	-	<a href="#">Choose File</a>
B_04 Funding Gap	-	<a href="#">Choose File</a>
B_05 Existing Liens Table	-	<a href="#">Choose File</a>
B_05 Lienholder Letter(s)	-	<a href="#">Choose File</a>
B_07 Completed Construction - Scope of Work and Cost Breakdown	-	<a href="#">Choose File</a>
B_08 Uncompleted Construction - Funding Availability, Scope of Work and Cost Breakdown	-	<a href="#">Choose File</a>
B_11 Attached Moveable Property - Photo - Diagram	-	<a href="#">Choose File</a>



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After uploading all the Project Application Documents, click the “Submit Project” button either at the top or bottom of the page.

Close	Save	<b>Submit Project</b>	
<b>Organization *</b>	Instructions Org	<b>EIN *</b>	888888888
<b>Application Category *</b>	All Other	<b>Project Type *</b>	Moveable Property for Initial Outfitting

**Note:** You may “Save” and return to your project before it is Submitted.

You will receive an automated email once your project is submitted.

City of New York - Capital Funding Request Confirmation CRM:0001056 Inbox x



**CapGrants Support** <CapGrantsSupport@omb.nyc.gov>

to me ▾

Dear David Lachance,

Your request for project funds has been received.

Your Project Title is **Pandora**.

Your Submission ID is **999999999 P-1020**.

Your Organization is **CapGrantsTestUser 1**.

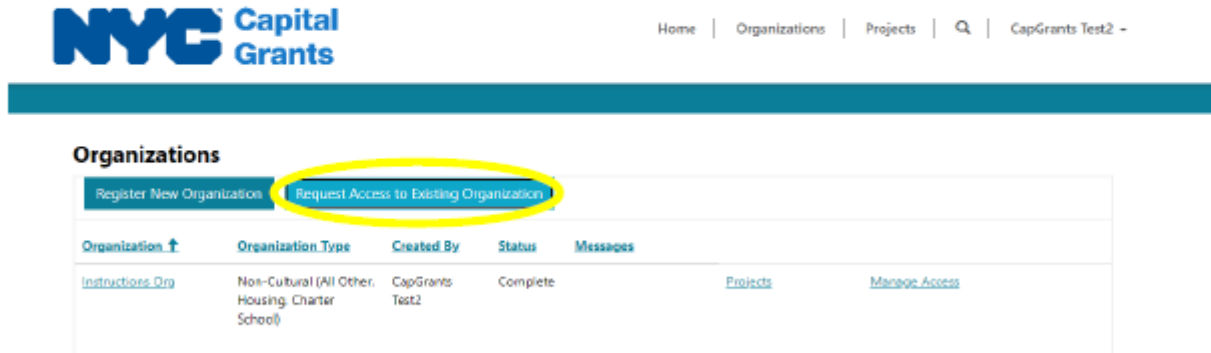
Please click here <https://nyccapgrants-test.powerappsportals.us/> to manage your submission(s).



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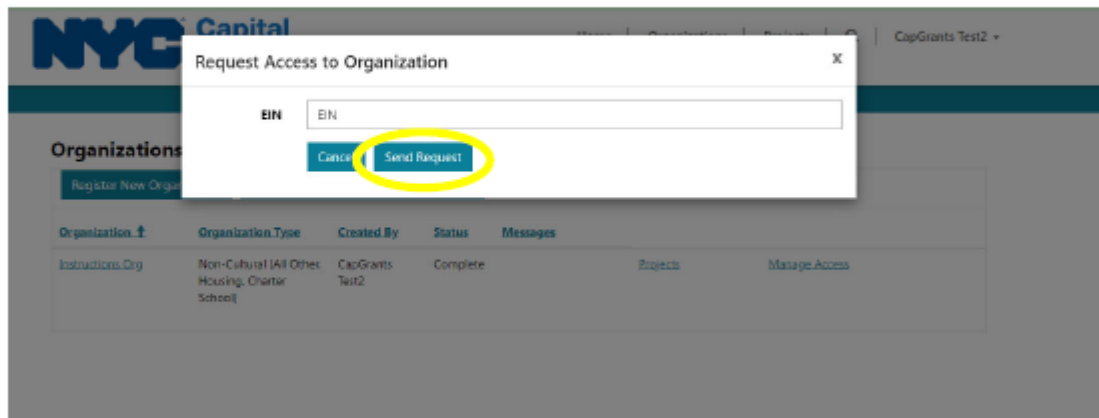
#### IV. Managing Access to your Organization and Projects

If another user has already registered your Organization, you can request access by clicking the “Request Access to Organization” button.



The screenshot shows the NYC Capital Grants website interface. At the top left is the NYC Capital Grants logo. The navigation bar includes links for Home, Organizations, Projects, a search icon, and a user profile labeled 'CapGrants Test2'. Below the navigation bar is a teal header. The main content area is titled 'Organizations' and contains two buttons: 'Register New Organization' and 'Request Access to Existing Organization'. The latter button is highlighted with a yellow circle. Below the buttons is a table with columns for Organization, Organization Type, Created By, Status, Messages, Projects, and Manage Access. A single row is visible with the organization name 'Instructions Org' and status 'Complete'.

Enter the Organization’s EIN and click “Send Request.”



The screenshot shows a modal dialog titled 'Request Access to Organization' overlaid on the website. The dialog has a close button (X) in the top right corner. It contains a text input field labeled 'EIN' with the placeholder text 'EIN'. Below the input field are two buttons: 'Cancel' and 'Send Request'. The 'Send Request' button is highlighted with a yellow circle. The background of the website is dimmed, showing the same 'Organizations' table as in the previous screenshot.

An email will be sent automatically to the Organization Administrator, requesting access to the Organization.

Click on the link under "Access Role" to set a role for a particular user. For a user who just requested access, this field will show "Access Request."

#### Access Roles for Instructions Org

Access Role	User	Email
<a href="#">Organization Admin</a>	CapGrants Test2	<a href="mailto:capgrants2@gmail.com">capgrants2@gmail.com</a>
<a href="#">Access Request</a>	David Lachance	<a href="mailto:capgrants2@gmail.com">capgrants2@gmail.com</a>

Close

Choose from the following roles:

Organization Access Role X

Organization	Instructions Org
Contact	David Lachance
Contact Role	<div><p>Access Request</p><p>Organization Admin</p><p><b>Grant Admin</b></p><p>Auditor</p><p>Access Request</p><p>Rejected</p><p>Access Revoked</p></div>

Cancel Save

**Please note:** An "Organization Admin" can make all changes related to the Organization and Projects submitted for that Organization, including managing access. A "Grant Admin" can only make changes to the Project applications. An "Auditor" can review Organization and Project materials but cannot make any changes. If a user is set to "Access Request," "Rejected," or "Access Revoked," they cannot see or change any Organization or Project records.



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# ORGANIZATIONAL CAPACITY & TIMELINE

Remember this is a  
reimbursement grant!  
(unless you meet the exceptions discussed  
earlier)

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



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# Q & A

**NEED MORE HELP?**

VISIT [WWW.NPHD.ORG](http://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/>

## NEED MORE HELP?

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