



NonProfit
HelpDesk

2025-2026

Nonprofits:
We're Here To
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**NYC DISCRETIONARY FUNDING:
YOU ASK, WE ANSWER!**

February 17, 2026 12:00PM | FACILITATOR: TAMARA KESHECKI

TAMARA KESHECKI

Facilitator, Discretionary Funding



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

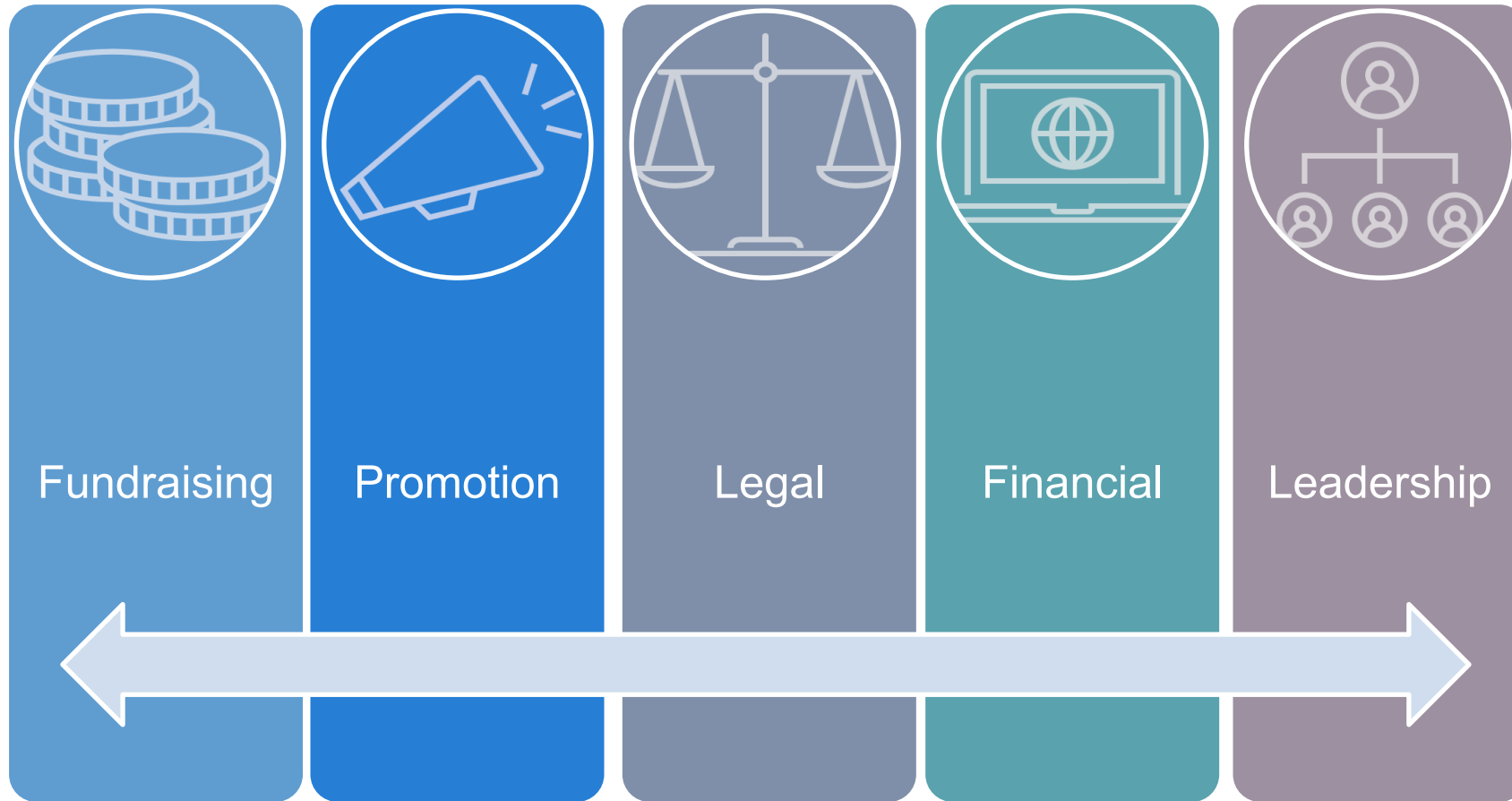
Tue, Jun 17 • 6:30 PM EDT

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!



Co-Sponsored by
Council Member
Farah Louis
District 45



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Co-Hosted by
Council Member
Simcha Felder
District 44



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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 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 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.



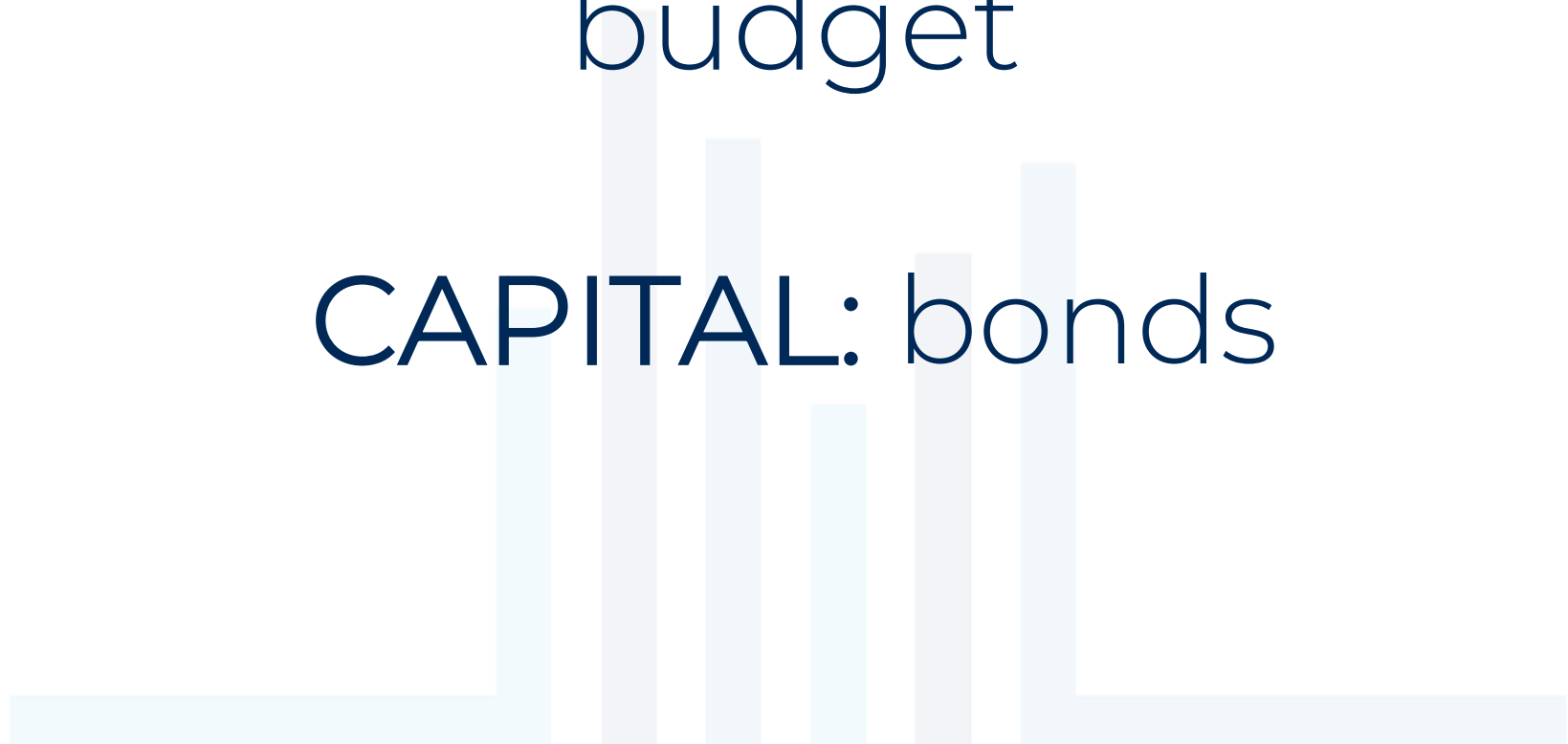
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What is NYC Council Discretionary Funding?

Two types of funding:

EXPENSE: from NYC's annual budget

CAPITAL: bonds



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.



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.



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.



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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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ELIGIBILITY

APPLICATION

PASSPORT / PREQUALIFICATION

AWARD / REIMBURSEMENT

Q & A



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ELIGIBILITY

How long does one need to have been in operation to apply?
Time is not a requirement.

Want to clarify the organizational eligibility requirements for a small arts presenting organization with a budget <\$150K that serves a large constituency.

Yes, BUT if you want to apply to DCLA's CDF program, you need a two year history of programming. If you are not eligible to apply to CDF, you need to complete prequalification in PASSPort.

I'm interested in finding out more about the requirements to apply.

NYC.ID

Register in PASSPort

Complete Prequalification

Can small community groups that do not have a 501c3 apply for funding? Only eligible nonprofits may apply for discretionary funding.



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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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DISCRETIONARY EXPENSE APPLICATION

Are there any significant changes in the application process compared to previous years?

Yes! The application has been migrated to Blackbaud. The application questions are basically the same as last year.

How to register your organization to start the application.

How do you submit multiple applications on the new Blackbaud site.





Sign in or sign up



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Continue with Google



Continue with Apple



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Sign up

Confirmation of your email address is necessary to create an account.

Confirmation code has been sent to your inbox.
Copy it to the confirm box below.



Confirm

Send new code

[Back to sign in](#)



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- Must be 12 or more characters.
- Must contain at least 3 of the following:
 - Lowercase letter
 - Capital letter
 - Number
 - Special character (!, #, %, etc.)



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blackbaud[®]

Applicant Portal

ENTER YOUR ACCOUNT DETAILS BELOW

Email address*

This input is required

Remember me

Sign in

[Need help signing in?](#)

[Create account](#)



Continue with email

Email address *

Remember my email

Continue

or



Continue with SSO



Continue with Google



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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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FY2027 Discretionary Funding

Accepting applications until Feb 18, 2026 05:59 PM

You have 2 applications that have not been submitted. Select one to edit a draft, view all my applications, or start a new application.



Edit

Edit

[View all my applications](#)

[Start new application](#)



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How much time should my staff set aside to complete the process?

Registering on NYC.ID and PASSPORT: 20 minutes

Discretionary Prequalification: 30-60 minutes

Discretionary Application: 2-3 hours

Council Member Specific Supplemental Form: 30-60 minutes

(the above depends on how prepared your organization is!)

Minimum and Maximum Funding

Minimum: \$5,000

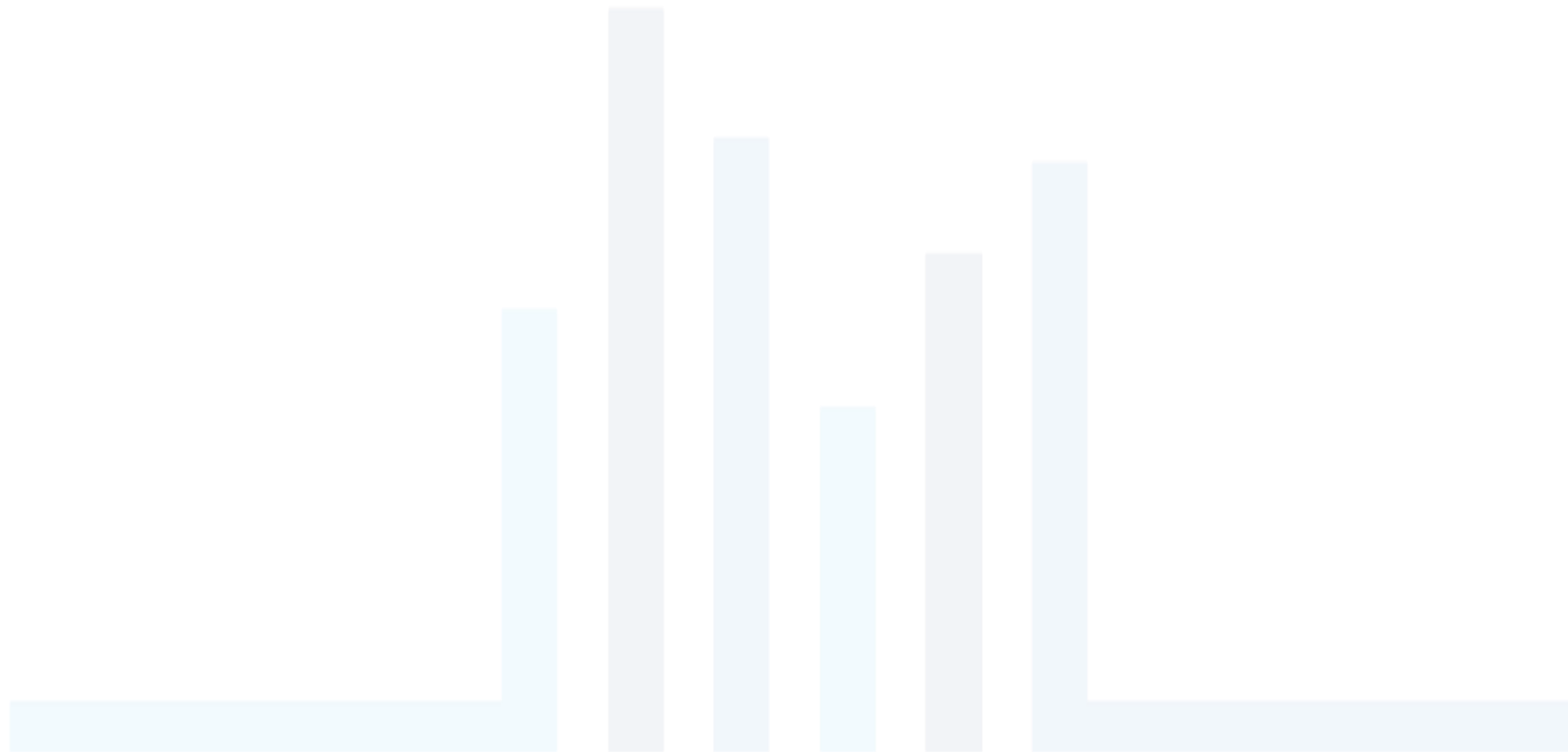
Maximum for ***New to New York City Council Organizations (Organizations That Have Not Previously or Recently Received Council Discretionary Funding)***: Organizations that have not received discretionary funding from the Council within the last three fiscal years may not receive funding more than \$50,000 in total, no more than \$25,000 from a single member or source.



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What are the categories of discretionary expense allocations?

What kinds of projects are covered by discretionary spending?
Are arts festivals eligible for such spending?



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

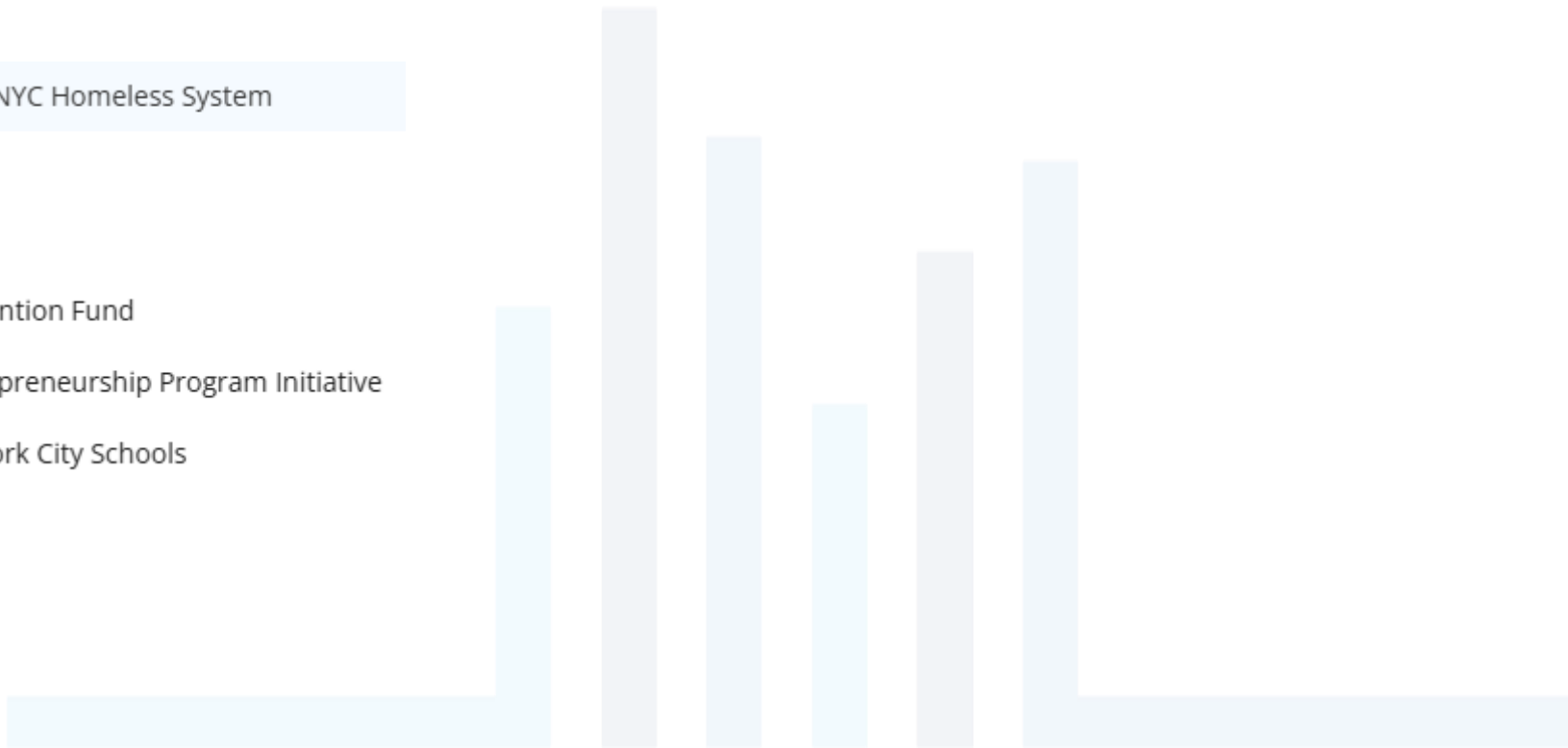
Children Under Five

City's First Readers

Citywide Homeless Prevention Fund

Citywide Young Adult Entrepreneurship Program Initiative

Civic Education in New York City Schools



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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Can a senior center request funding to have a specific artist do a workshop at their center?

Yes! As long as the senior center meets eligibility.

How does SU CASA work through discretionary funds?

Apply for SU CASA (and other Citywide Initiatives) through the discretionary funding application. SU CASA is administered via DCLA.

Sport funding for afterschool activities?

Yes! Remember discretionary programs must be open to the general public not any specific school or religious population.

What best practices are recommended to strengthen a discretionary funding application?

Meet with your Council Member and their staff!

Provide specific details about your organization and the program you are proposing be funded.



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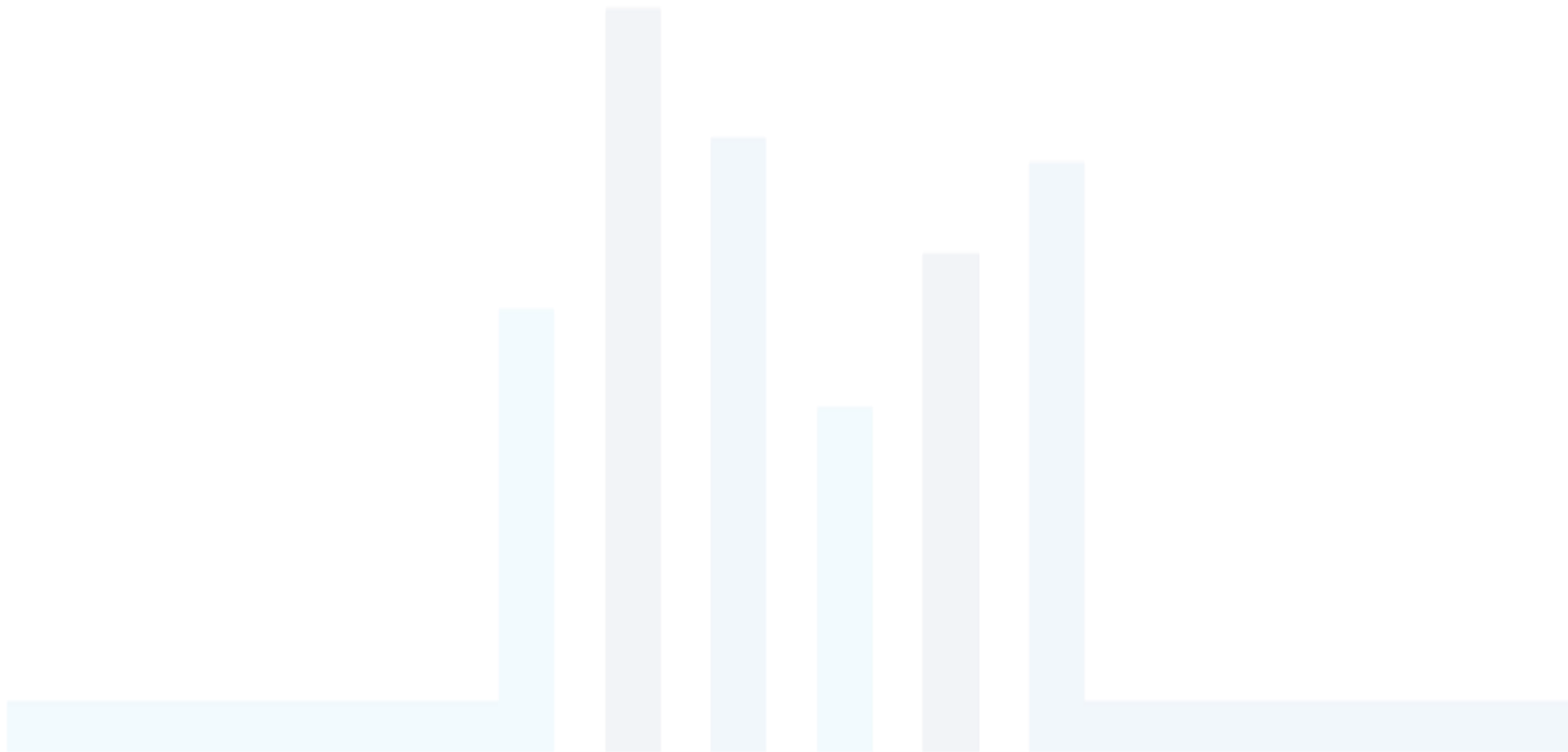
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PASSPORT & PREQUALIFICATION

Do you have to register in Passport every year?
Yes!

How to apply for a Passport account.





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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.

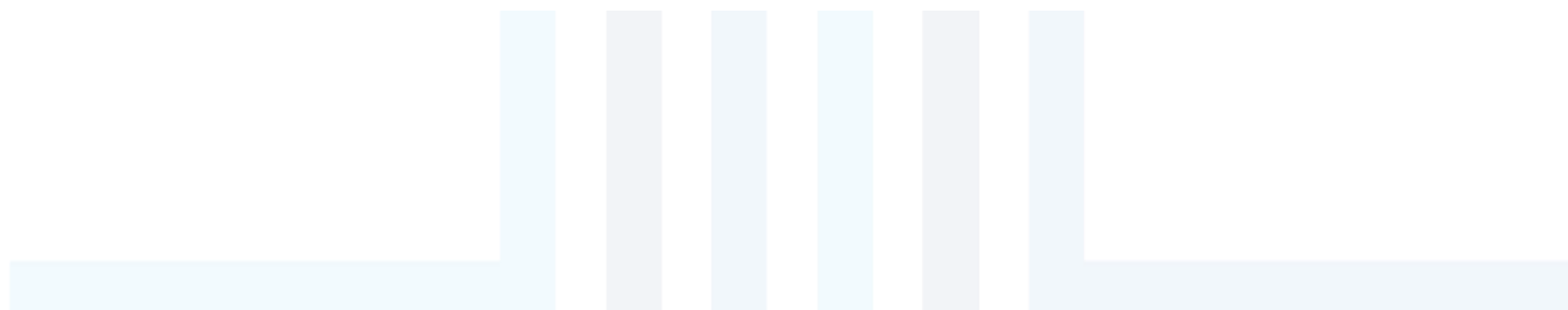
<https://www1.nyc.gov/account/register.htm>



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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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AWARD & REIMBURSEMENT

To receive the discretionary funds does an organization have to first spend their own money and then submit receipts for reimbursement?

Yes!

Will awarded money be given before services are completed?

These are generally reimbursement grants.

How are awardee notified?

City Council offices will send out letters after the City adopts a budget on or around July 1st.

Schedule C

How to Track discretionary Funds?

MOCs Discretionary Tracker



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Request Council Member*

Abreu

Aldebol

Ariola

Aviles

Banks

BLAC Caucus

Bottcher

Brewer

Bronx Delegation

Brooklyn Delegation

Brooks-Powers

Caban

Carr

De La Rosa

Dinowitz

Encarnacion

Epstein

Farias

Felder

Feliz

Gennaro

Gutierrez

Hanif

Hankerson

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



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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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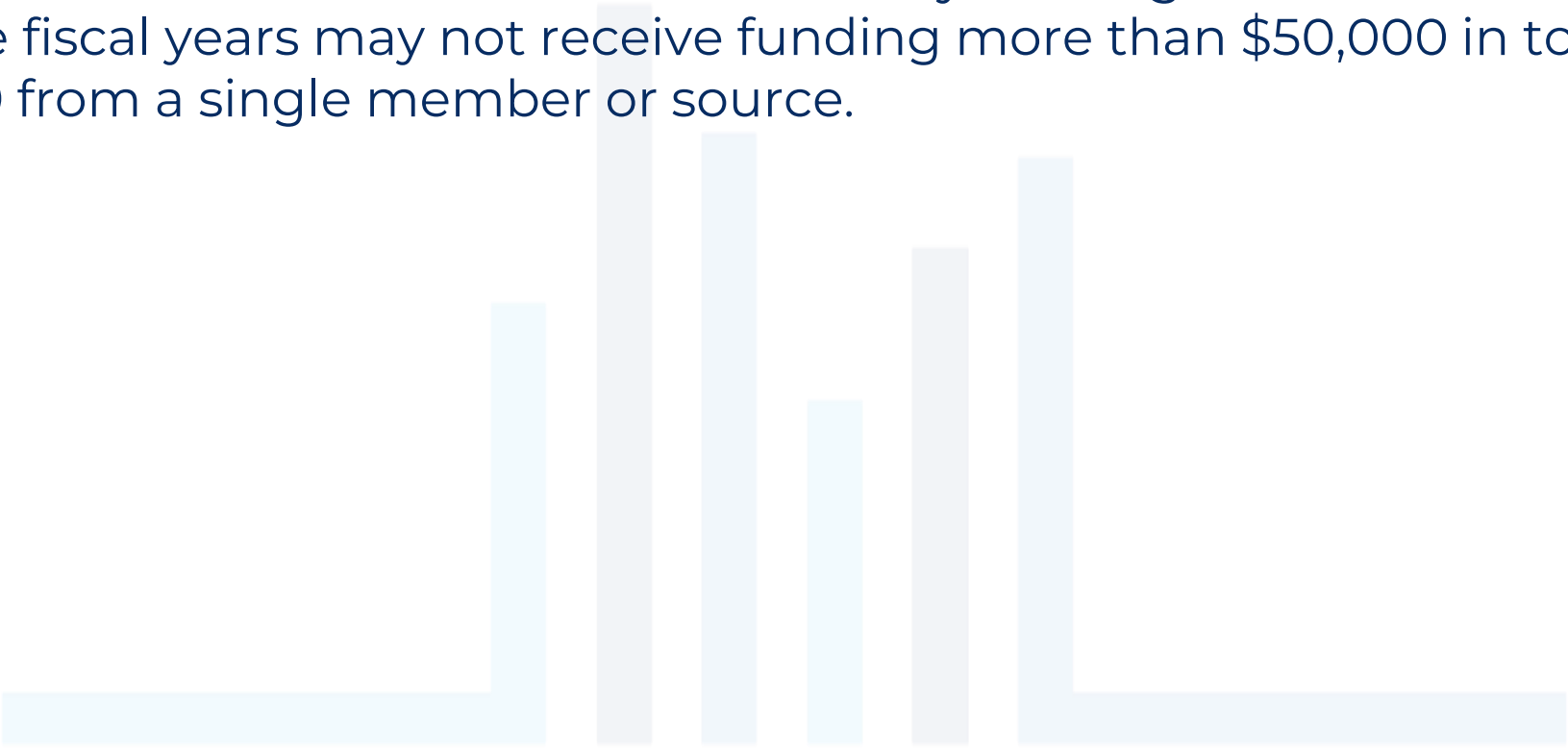
ORGANIZATIONAL CAPACITY & TIMELINE

| | | |
|--|---|--|
| 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 | August—December Respond to Contracting Tasks |
| January—June 2027 Register Contract | Office of City Comptroller has 30 days to review and register your contract. | Contract Management: Submit Invoices |

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)

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
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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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