NonProfit HelpDesk

2024-2025

Nonprofits: We're Here To Help YOU

NYC Discretionary Funding: Capital Funding

February 14, 2025 / 10:00am | FACILITATOR: TAMARA KESHECKI
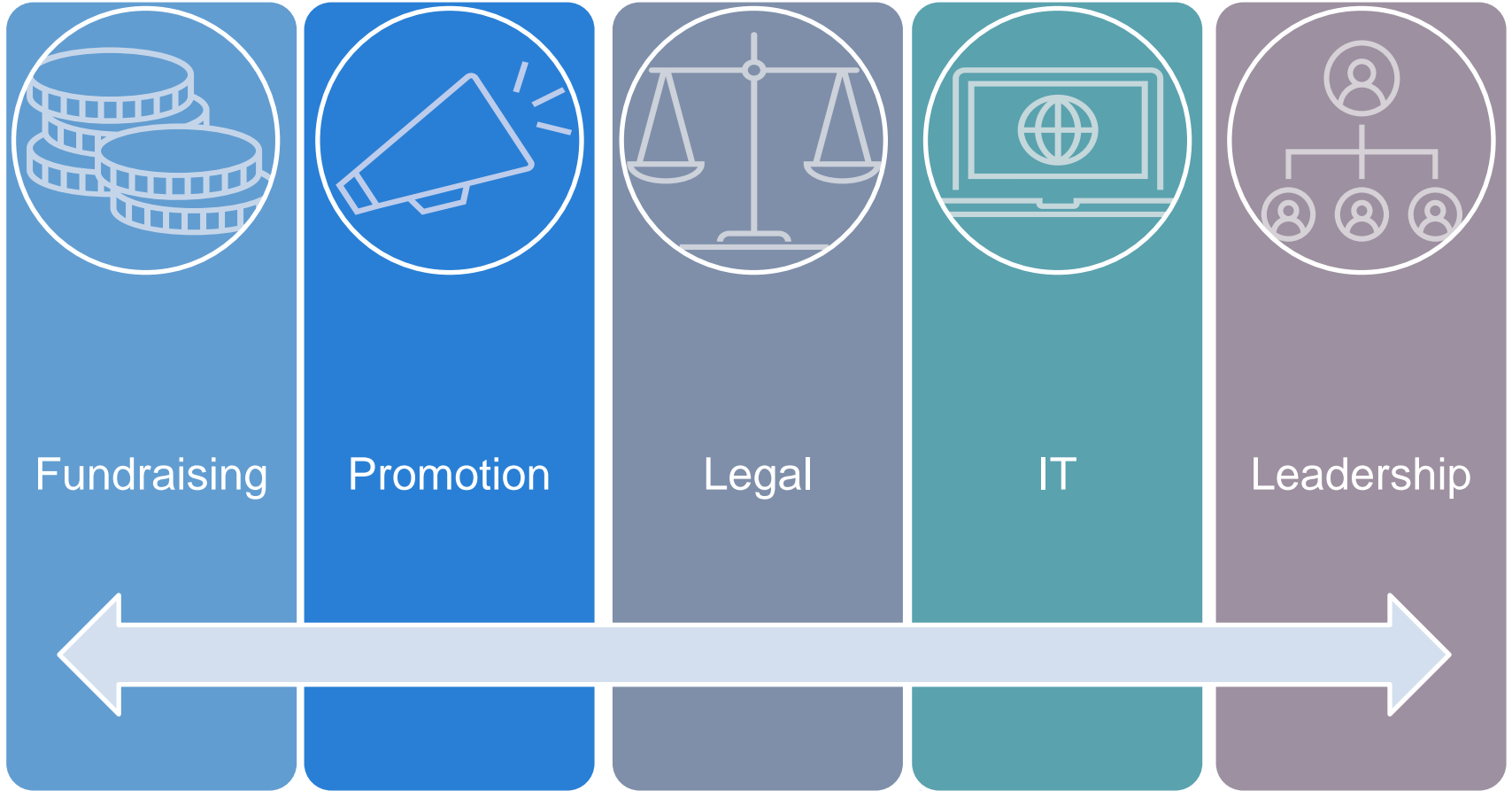
NONPROFIT HELPDESK

We're here for you!

- Free Live Workshops

- Archive of Past Workshops

- LinkedIn Community

- Free Expert Support

Find out more at www.nphd.org

JCCGCI

JEWISH COMMUNITY COUNCIL
OF GREATER CONEY ISLAND

NonProfit
HelpDesk

Nonprofits:
We're Here to
Help YOU

NYC Discretionary Funding: How to Appy for Capital Grants

Hosted by Council Member Nantasha Williams District 27 Queens

NYC Discretionary Funding: Capital Funding

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

Speaker Adrienne Adams

Council Member Justin Brannan

Council Member Crystal Hudson

Council Member Farah Louis

Council Member Inna Vernikov

Council Member Rita Joseph

Council Member Susan Zhaung

JCCGCI

JEWISH COMMUNITY COUNCIL
OF GREATER CONEY ISLAND

NonProfit HelpDesk

NYC DYCD
The Department of Youth & Community Development

Nonprofits: We're Here to Help YOU

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.

NonProfit HelpDesk

Nonprofits: We're Here to Help YOU

CAPITAL DISCRETIONARY FUNDING
(aka RESO A)

FY2026: TWO DEADLINES

REQUESTING FROM CITY COUNCIL AND BOROUGH PRESIDENT:
Thursday, February 20, 2025 at 5:00 PM

ONLY REQUESTING FROM CITY COUNCIL:
Thursday, March 20, 2025 at 5:00 PM

NonProfit
HelpDesk

Nonprofits:
We're Here to
Help YOU

Nonprofit Organization

City Operating Contract

Used for Capital Assets

Useful Life

City Purpose

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.

Eligibility

Your project must further a City "purpose" for its entire useful life.

AND, it **must have a useful life of five years or more**, and services need to be open to all members of the public.

NonProfit HelpDesk

Nonprofits:
We're Here to
Help YOU

The recipient organization must have one or more City operating contracts:

Construction Projects:
- contracts must be for at least three consecutive fiscal years including the current fiscal year (2025), and
- have a minimum aggregate annual dollar amount of $50,000. (Does not apply to Cultural Projects.)

Moveable Property Projects (Equipment):
- at least one or more City operating contracts in the City fiscal year 2025,
- minimum aggregate annual dollar amount of $25,000. (Does not apply to Cultural Projects or equipment purchases for hospitals/clinics.)

Projects must be:

    (i) on property that is not owned or leased by the City or

    (ii) owned by the City but are leased to the not-for-profit seeking to enter into a funding agreement or any other contract with the City to receive funds to improve the property (in which case, approval from the City agency that acts as landlord is required and all improvements must comply with the terms of the City lease).

Must be a not-for-profit registered to do business in New York State with a demonstrated history of operating services and programs.

The recipient organization must agree to a lien (restrictive covenant or security agreement) in a senior position on the property for its entire useful life.

Property Guidelines:

Where No Rent is Paid by the Applicant

- The City 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

- The City 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.

The City may waive the ownership requirement for leasehold improvements to senior centers provided that there are no liens or mortgages on the property.

NonProfit HelpDesk

Nonprofits:
We're Here to
Help YOU

Property Guidelines:

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.

MINIMUM REQUEST AMOUNTS

Projects involving land or buildings must have a minimum City contribution of at least $500,000.

For Moveable Property Projects, each item or equipment system must cost at least $50,000, unless it is for Initial Outfitting of new space

For Projects involving Moveable Property that has a minor degree of attachment to real property, the Project must have a minimum City contribution of at least $250,000.

CONTRIBUTION LIMITS

The City contribution may not exceed 90% of the capitally eligible portion of a real property Project up to $2 million and 50% of the portion in excess thereof. The lesser of 50% or $1 million of the non-City funds for the project must be in hand at the time of the application for City funding from cash, pledged funds or commitment letters from lenders willing to accept a subordinate position (with cash in hand before any City funds are distributed). (This requirement does not apply to Cultural Projects.)

The City may fund 100% of equipment projects.

NonProfit
HelpDesk

Nonprofits:
We're Here to
Help YOU

The recipient organization must demonstrate an operating budget to support the Project on an ongoing basis.

The recipient organization must have current, paid full-time staff.

The recipient organization must provide three years of audited financials.

Real property Project costs must have a 15% contingency built in.

The City will reimburse only for eligible costs incurred after the date of the City appropriation.

No funding for private elementary or secondary schools, except where 100% of the students are students with disabilities whose tuition is covered by the City (may not be located in a building with another school).

THIS IS A REIMBURSEMENT GRANT!

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

Exceptions:

Housing Projects

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. Some of such loans may be "forgivable" and, as such, are not repayable. 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.

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.

FUNDING PROCESS:

1. Submission of Request Forms.

2. Appropriations of Funds are made after July 1, 2025!

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.

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.*

NonProfit
HelpDesk

Nonprofits:
We're Here to
Help YOU

Download the CapGrants Application Package:

Capital Application Documents (non-cultural):
https://www.nyc.gov/assets/capitalgrants/downloads/applicationdocuments.zip

Capital Application Documents (cultural):
https://www.nyc.gov/site/dcla/cultural-funding/capital-funding-request-page-1.page

NonProfit
HelpDesk

Nonprofits:
We're Here to
Help YOU

Capital Application Documents (non-cultural):

1. Application Instructions
2. Hurricane Sandy Costs
3. Bullet Points to Guidelines
4. Exhibit 1 Guidelines
5. List of Ineligible Items
6. Organization Form
7. Application- Construction-Renovation
8. Applicaton- 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 Cert - Real Property
19. Exhibit 4C Compliance Cert - Moveable Property 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

NonProfit HelpDesk

Nonprofits: We're Here to Help YOU

Capital Application Documents (Cultural):

📄 00. What's new for FY26

📄 01. Instructions

📄 02. FY26 Funding Request Guidelines

📄 03. ORGANIZATION SECTION

📄 04. PROJECT SECTION - APPENDIX CR (Updated 01.30.25)

📄 06. PROJECT SECTION - APPENDIX EQ (updated 02.13.25)

📄 06. PROJECT SECTION - APPENDIX V

📄 07. Doing Business Data Form

📄 08. Conflict of Interest Disclosure and Compliance Certification

📄 09. Lobbying Certification (City Council funding only)

📄 10. Restrictive Covenant Acknowledgment

📄 11. Equipment_Landlord Acknowledgment

📊 12. Operating Budget Template DRAFT

NonProfit HelpDesk

Nonprofits:
We're Here to
Help YOU

NYC Capital Grants

➔ **Sign in**	**Register**

* **User name**

* **Password**

☐ Remember Me

Sign in   **Forgot your password?**

https://nyccapgrants.powerappsportals.us

NonProfit HelpDesk

Nonprofits:
We're Here to
Help YOU

Register

* First Name

* Last Name

* Mobile Phone

* Email/Username

* Password

* Confirm password

m9xktMP

Generate a new image
Play the audio code

Enter the code from the image

Register

NYC Capital Grants

Register

* First Name

* Last Name

* Mobile Phone

* Email/Username

* Password

* Confirm password

m9xktMP

Generate a new image
Play the audio code

Enter the code from the image

Register

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	2/20/2025 5:00 PM
Request to both Borough Presidents and City Council	2/20/2025 5:00 PM
Requests to both Borough Presidents and the Department of Cultural Affairs	2/20/2025 5:00 PM
Requests to City Council	3/20/2025 5:00 PM
Requests to the Department of Cultural Affairs	3/20/2025 5:00 PM

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).

Description
Guidelines
Bullet Points to guidelines
Instructions
"How to" videos

NonProfit HelpDesk

Nonprofits:
We're Here to
Help YOU

NYC Capital Grants

Organizations

Register New Organization	Request Access to Existing Organization

Organization ↑	**Organization Type**	**Created By**	**Status**	**Messages**

NonProfit HelpDesk

Nonprofits:
We're Here to
Help YOU

50%

Save
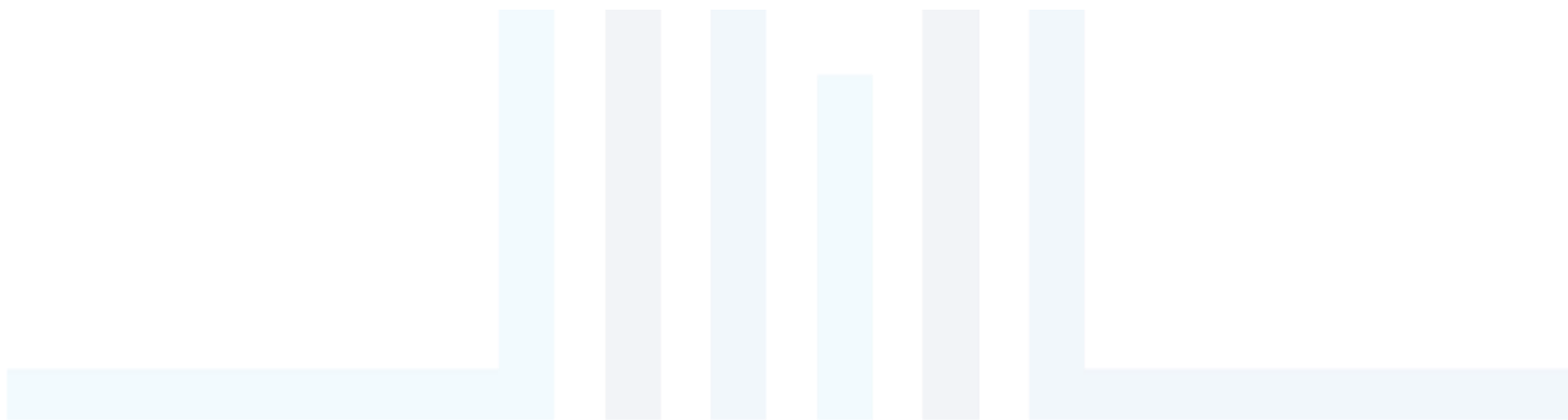
Organization Details

Name *	Instructions Org	**Address 1**	
EIN *	888888888	**Address 2**	
Organization Type *	Non-Cultural (All Other, Housing, Charter	**City**	
Doing Business As (DBA)		**State**	
Business Phone	Provide a telephone number	**Postal Code**	

Capital Contact

Name	
Email	
Phone	Provide a telephone number

Principal/CEO/CFO

Name	
Email	
Phone	Provide a telephone number

Save

Required Documents

File Name	Status	
O_00 Organization Form	Pending	Choose File
O_02 Articles and Certificate of Incorporation	Pending	Choose File
O_04 IRS Tax-Exempt Status	Pending	Choose File
O_08 Lobbying Certification Form	Pending	Choose File
O_09 Conflict of Interest Disclosure and Compliance Certification	Pending	Choose File
O_10 Doing Business Data Form	Pending	Choose File
O_15 Brochures	Pending	Choose File
O_23 Audited Financial Statements - Year 1 of 3	Pending	Choose File
O_24 Audited Financial Statements - Year 2 of 3	Pending	Choose File
O_25 Audited Financial Statements - Year 3 of 3	Pending	Choose File
O_26 Form 990	Pending	Choose File

Supplemental Documents

File Name	Status	
O_01 Organization Background	-	Choose F
O_03 NYS License and Good Standing	-	Choose F
O_05 Tax-Exempt Revocation	-	Choose F
O_06 NYS Charities Registration Exemption	-	Choose F
O_07 Form CHAR500	-	Choose F
O_11 Private School Description	-	Choose F
O_12 City Operating Contracts Table	-	Choose F
O_13 Affiliates and Related Organizations	-	Choose F
O_14 Religious Corporation Description	-	Choose F

Close   Save   Submit Organization

Name *   Instructions Org

EIN *   888888888

Address 1   123 Road

Address 2

NonProfit
HelpDesk

Nonprofits:
We're Here to
Help YOU

0%

Name *

EIN *

Organization Type *

Select

Sb5k8WC

Generate a new image
Play the audio code

Enter the code from the image

Next

NonProfit
HelpDesk

Nonprofits:
We're Here to
Help YOU

Organizations

Register New Organization	Request Access to Existing Organization

Organization ↑	Organization Type	Created By	Status	Messages		
Instructions Org	Non-Cultural (All Other, Housing, Charter School)	CapGrants Test2	Complete		Projects	Manage Access

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

Project Title	Organization	Submission Id	Application Category	Project Type	Status	Message(s)	Created By

There are no records to display.

50%

Application Category

Organization *

Instructions Org

Application Category *

[▾]

Project Type *

[—   ▾]

Next

Application Category

Organization *

CapGrantsTestUser Cultural

Project Type *

<div>⌄</div>

Next

NYC Capital Grants

Close | Save | Submit Project

|			
Organization *	Instructions Org	**EIN** *	888888888
Application Category *	All Other	**Project Type** *	Moveable Property for Initial Outfitting
Project Title *		**Status**	Draft
Total Project cost			
Total City Funding Request Amount		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
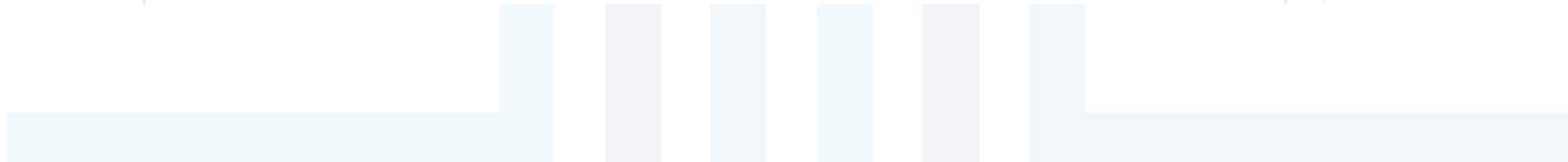
Funding Request Amounts

Elected Official

<div style="border:1px solid #000">▼</div>

Amount

<div style="border:1px solid #000"></div>

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.

<div style="border:1px solid #000">▼</div>

Add Council Member

Funding Requests Amounts

Elected Official ↑	Amount

There are no records to display.

Required Documents

File Name	Status	
B_00 Initial Outfitting Application	Pending	Choose File
B_09 Moveable Property List	Pending	Choose File
B_10 Cost Breakdown Basis	Pending	Choose File

Supplemental Documents

| File Name	Status	
B_01 Lease - Private Property	-	Choose File
B_02 Lease - City-owned Property	-	Choose File
B_03 Status of Pledged Non-City Funds	-	Choose File
B_04 Funding Gap	-	Choose File
B_05 Existing Liens Table	-	Choose File
B_06 Lienholder Letter(s)	-	Choose File
B_07 Completed Construction - Scope of Work and Cost Breakdown	-	Choose File
B_08 Uncompleted Construction - Funding Availability, Scope of Work and Cost Breakdown	-	Choose File
B_11 Attached Moveable Property - Photo - Diagram	-	Choose File

Close | Save | Submit Project

Organization *   Instructions Org   **EIN** *   888888888

Application Category *   All Other   **Project Type** *   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.

NonProfit HelpDesk

Nonprofits: We're Here to Help YOU
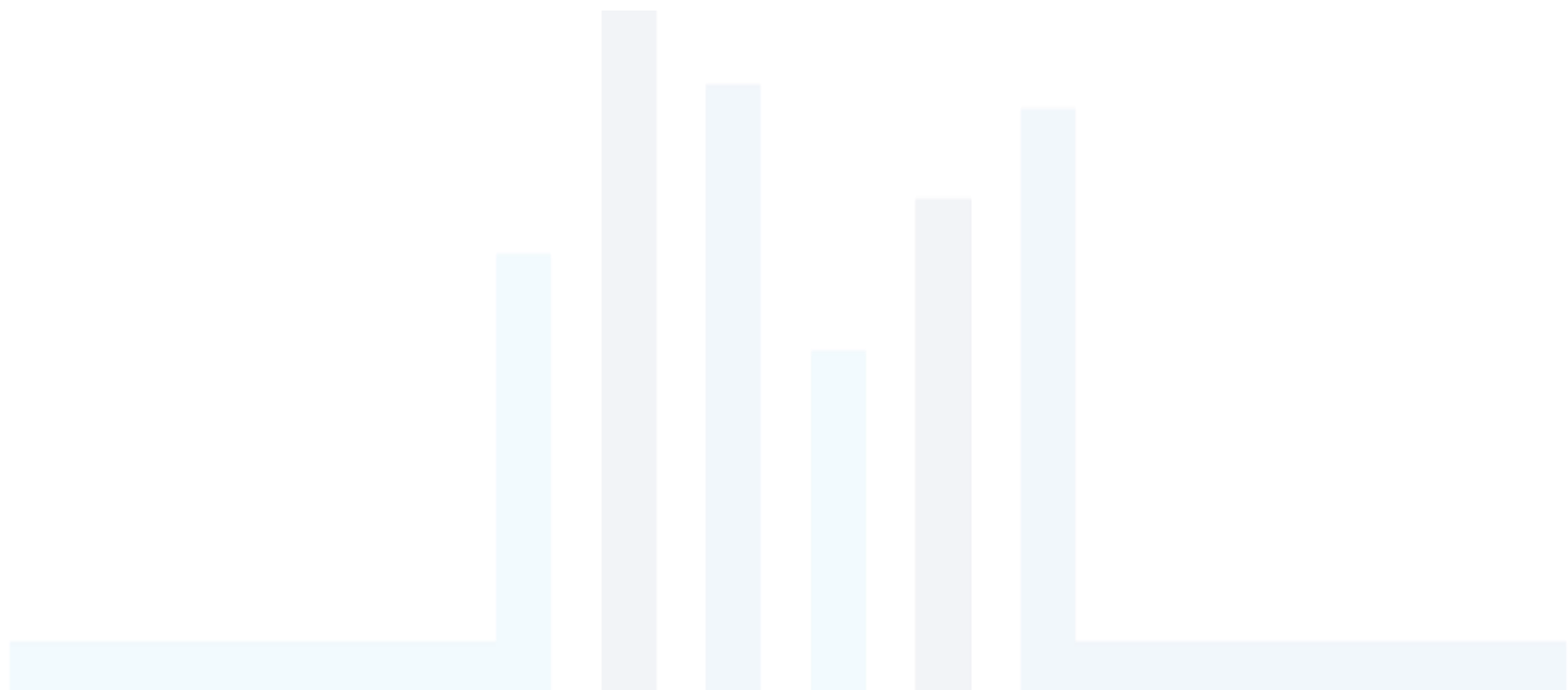
Access Roles for Instructions Org

Access Role	User	Email
Organization Admin	CapGrants Test2	capgrantstest2@gmail.com
Access Request	David Lachance	capgrantstest@gmail.com

Close

Choose from the following roles:

Organization Access Role   ✕

Organization	Instructions Org
Contact	David Lachance
Contact Role	Access Request ▾

Organization Admin
Grant Admin
Auditor
Access Request
Rejected
Access Revoked

Cancel   Save

Remember this is a reimbursement grant!

(unless you contract with DCLA)

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

Q&A
THANKS FOR JOINING US!

- Tamara Keshecki

- Owner, AINOK Consulting LLC

- https://www.ainokconsulting.com/

- https://www.linkedin.com/in/tamara-keshecki/

NEED MORE HELP?
VISIT WWW.NPHD.ORG AND
CLICK 'REQUEST HELPDESK SUPPORT'
TO COMPLETE FORM