



NonProfit  
HelpDesk

2024-2025

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**Help YOU**

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

January 29, 2025 / 6:00pm | FACILITATOR: TAMARA KESHECKI

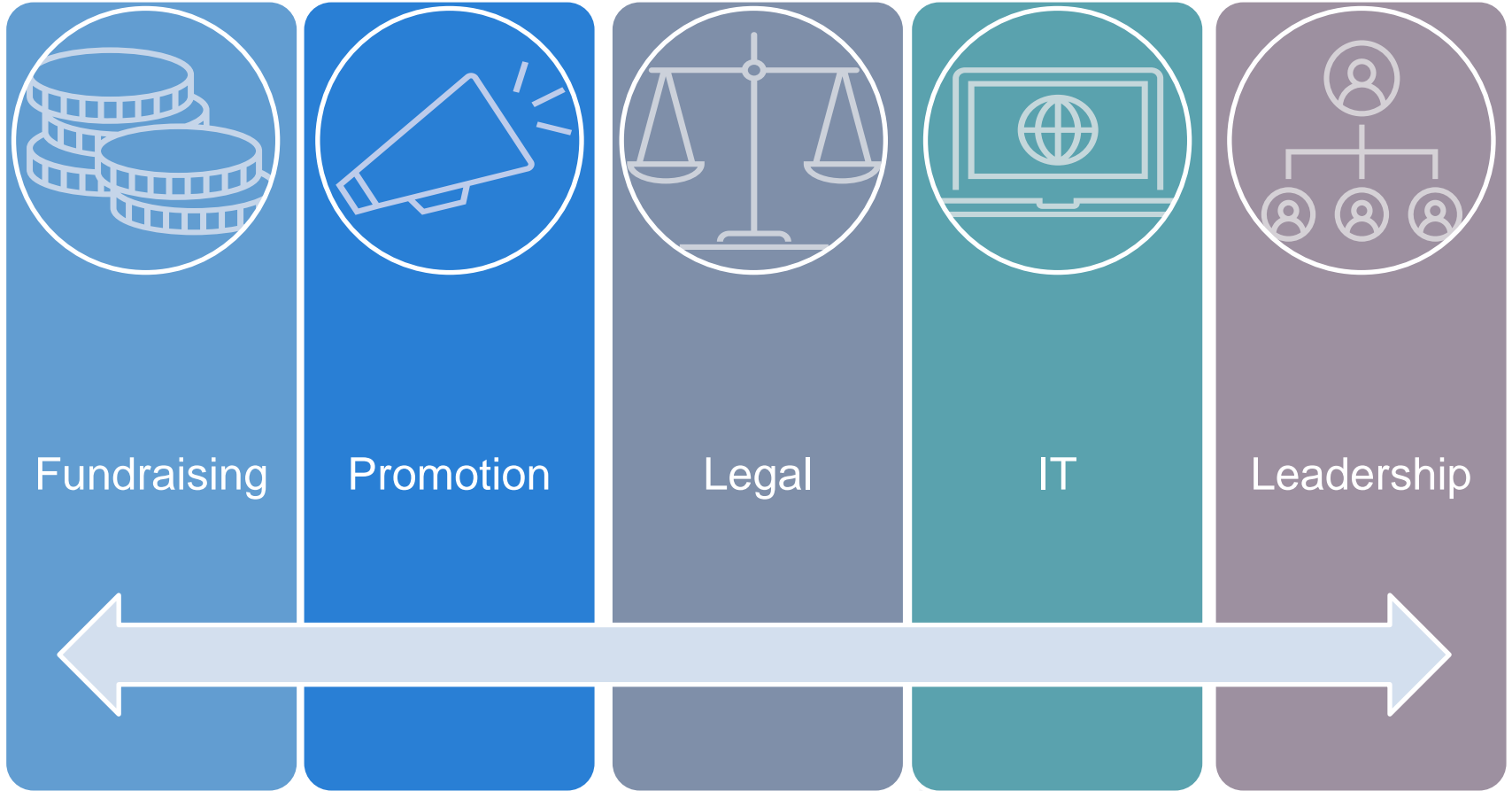
# NONPROFIT HELPDESK

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

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

Sponsored by:  
Speaker Adrienne E. Adams  
District 28 Queens



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# TAMARA KESHECKI

## Facilitator, Discretionary Funding



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

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

**Speaker Adrienne Adams**  
**Councilmember Justin Brannan**  
**Councilmember Crystal Hudson**  
**Councilmember Farah Louis**  
**Councilmember Ari Kagan**  
**Councilmember Inna Vernikov**  
**Councilmember Rita Joseph**  
**Councilmember Susan Zhaung**



# **WHAT IS NYC DISCRETIONARY EXPENSE FUNDING?**

**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, under section 1-02(e) of the Procurement Policy Board (PPB) rules.**



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

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

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

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



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

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



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# WHO IS ELIGIBLE?

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

Eligibility criteria:

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



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# VETTING

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



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# Fiscal Year 2026 Discretionary Funding Expense Application Filing Period

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

[Apply for FY2026 Discretionary Funding](#)

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

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



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## New York City Council Discretionary Funding Application

### Please Sign In

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

E-mail

New Applicant?

Password

Forgot Password?

Login

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



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New York City Council  
Discretionary Funding Application

### New Applicant?

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

E-mail

Confirm E-mail

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

Confirm Password

Continue

[Return to login](#)



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Exit

1 Instructions

2 Organization and Contact Info

3 Request Details

4 Participation

5 Acknowledgement and Attachments

6 Review My Application

## Instructions

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

\* Required before final submission

### Instructions:

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

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

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



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# APPLICATION CHECKLIST

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



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### Request Details

\* Required before final submission

## Funding Information

\* Amount Requested

Minimum Award is \$5,000

Contracting Agency

<None> ▼

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

Speaker Initiatives and/or City-Wide Initiatives List

Please choose up to 10

No Selection / Not Applicable ▼

<None> ▼

<None> ▼

<None> ▼

<None> ▼

<None> ▼

<None> ▼



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Contracting Agency

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

Contracting Agency

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

Contracting Agency

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



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

Please choose up to 10

No Selection / Not Applicable

<None>

No Selection / Not Applicable

A Greener NYC

AAPI Community Support

Abortion Access Fund

Access Health Initiative

Access to Critical Services for Older Adults

Access to Healthy Food and Nutritional Education

Adult Literacy Initiative

Adult Literacy Pilot Project

Afterschool Enrichment Initiative

Alternatives to Incarceration (ATI's)

Art a Catalyst for Change

Autism Awareness

Big Brothers and Big Sisters of New York City

Borough Presidents' Discretionary Funding Restoratio

Cancer Services

Care Workers For Our Future

Case Management

Chamber on the Go and Small Business Assistance

Child Health and Wellness

Children and Families in NYC Homeless System

Children Under Five

City's First Readers

Citywide Homeless Prevention Fund

Citywide Young Adult Entrepreneurship Program Initiative

Civic Education in New York City Schools

Coalition Theaters of Color

College and Career Readiness

Communities of Color Nonprofit Stabilization Fund

Community Composting

Community Development Financial Institutions

Community Housing Preservation Strategies

Community Interpreter Bank

Community Land Trust

Community Schools

COMPASS

Confronting Religious and Ethnic Discrimination at CUNY

Construction Site Safety Training

Court-Involved Youth Mental Health Initiative



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Create New Technology Incubators  
Creative Arts Team  
Crisis Management System  
Cultural After-School Adventure (CASA)  
Cultural Immigrant Initiative  
CUNY Childcare Expansion  
CUNY Citizenship NOW! Program  
CUNY Research Institutes  
CUNY School of Labor and Urban Studies (SLU) - (formerly Joseph S. Murphy Institute Center for Worker Education)  
CUNY Social Worker Fellows  
Cure Hate Initiative  
Day Laborer Workforce Initiative  
Dedicated Contraceptive Fund  
Developmental, Psychological and Behavioral Health Services  
Digital Inclusion and Literacy Initiative  
Discharge Planning  
Diversion Programs  
Diversity, Inclusion & Equity in Tech Initiative  
Domestic Violence and Empowerment (DoVE) Initiative  
Domestic Worker and Employer Empowerment Initiative



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## Education Equity Action Plan

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

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



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

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

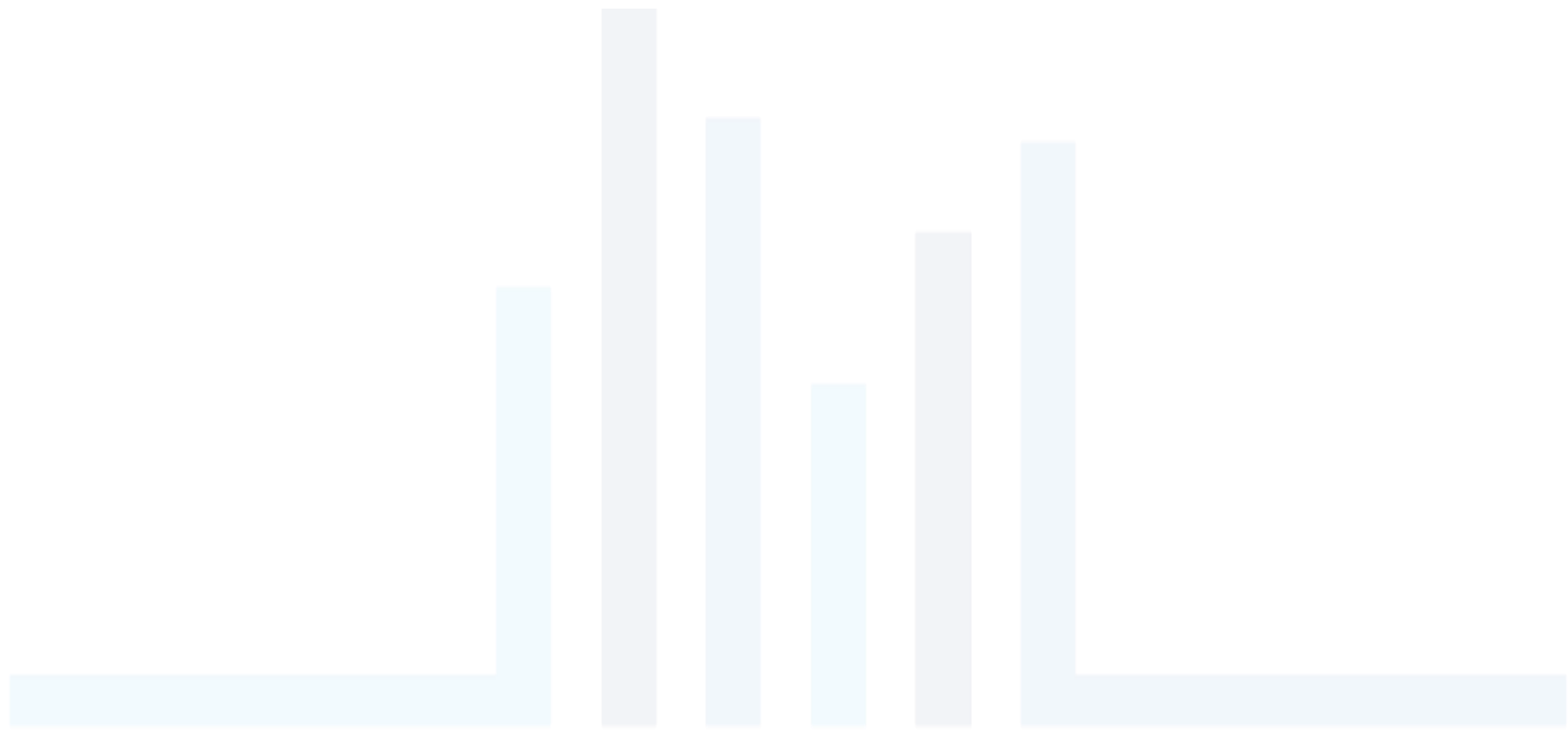
Support for Educators  
Support for Immigrant and Women Workers  
Support for Persons Involved in the Sex Trade  
Support for Victims of Human Trafficking  
Support Our Older Adults  
Supportive Alternatives to Violent Encounters (SAVE)  
Trans Equity Programs  
Trauma Recovery Centers  
Unaccompanied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



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\* Council Member

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






## Purpose and Use of Funds

\* Please provide mission statement of the organization.

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

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

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

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



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

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

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

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

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

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

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

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

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

*Connection to Organization Including:*

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

Attach additional sheets as needed.

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

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

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

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



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New York City Council Discretionary  
Fiscal Year 2026

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

*I certify that:*

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

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

Authorized Official: Signature

Date

Authorized Official: Print Name

Title

Legal Name of Organization

Federal Employee Identification Number (FEIN/EIN)

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

Notary Public



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# Engage Council Members

- City Council Highly Recommends
  - Confirm there is no additional supplemental forms requested by the Council Members office
  - Council Members want to see Organizational/Internal Capacity. Keep program/service delivery subcontract to a minimum
  - Funds are Reimbursement Based!
  - Engage with your Councilmember (all year)
    - Invite to site!!
    - Request a Conference Call if no meeting available
    - Email brochure of (or info about) services
    - Add them to your mailing (e-newsletter list)



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# ORGANIZATIONAL CAPACITY & TIMELINE

February 19, 2025  
Applications  
Due

July 1, 2025  
NYC Fiscal Year  
Begins

July / August  
Notice of Funding  
Awards

August—October  
Respond to Award  
Tasks in PASSPort

Attend MOCS  
training as  
necessary

Register  
Contract

Start  
Your  
Work

Complete  
Expenditure  
Forms

Get  
Paid



# ORGANIZATIONAL CAPACITY & TIMELINE

Remember this is a  
reimbursement grant!

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



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# Q&A

THANKS FOR JOINING US!

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

## NEED MORE HELP?

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