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February 15, 2011

Dear Friend,

Each year as part of the City's budget process, I have the privilege of granting awards to many hard working non-profit community organizations that provide services directly in Council District #2. I will be able to make grants like this again this year, although the application process will be very different. **All applications must be submitted centrally on-line at the City Council website: <http://council.nyc.gov/html/budget/fy2012.shtml>.** If your organization would like to be considered from my discretionary fund, you should select my name in the appropriate box on the electronic form. **No paperwork should be sent to my office.** I will be notified of your application internally. I encourage organizations to apply well before the March 24th deadline, so that I will have time to thoroughly review your application.

Please follow the directions on the City Council website, which describes fully how to apply and what groups are eligible. You will be asked to submit by mail certain paper attachments to your application, but these also go only to the **City Council Finance Division** by the same due date. I encourage you to make and retain a copy of all material submitted.

If you have questions, you may call my office for further information. If your organization can not submit on-line please let us know, and we will assist you. Barbara Sherman is the primary contact person in my office on this matter. She may be reached at bsherman@council.nyc.gov or by telephone at 212-677-1077.

Please be advised that I will not be able to fund all of the worthy groups that apply, and that the typical award rarely exceeds \$3,500. I will prioritize funding to organizations which operate programs directly in Council District #2 and which largely serve minority groups, low-income people, and the LGBT community.

Awards are administered through contracts with city agencies that will require a considerable amount of paper work before any money will be disbursed. Grants are generally provided on a reimbursement basis. An organization is eligible for these funds if it is a 501 (c) (3) not-for-profit, has a Federal Employer Identification Number (FEIN) and is registered with the NYS Attorney General's Charities Bureau or is exempt from registering. Arts and cultural

organizations are eligible only if they have applied for Department of Cultural Affairs (DCA) FY12 funds, or they have received a multi-year contract from DCA including FY12.

If you are seeking money for capital improvements to land or buildings in FY12, there is a different application process for limited amounts of such funds. Capital funding may be used for purposes such as physical improvements to city-owned property, technology upgrades for schools, or in very restricted cases for properties owned by non-profit organizations. If you wish to apply for this type of funding, you should read the instructions on the Capital Funding page of the City Council website <http://www.nyc.gov/html/nccr>. **Please do not fill out or submit the form until you have contacted Lisa Kaplan of my office at lkaplan@council.nyc.gov to alert us to your request.**

I thank you for the work that you do to improve the lives of people in my district.

Sincerely,

A handwritten signature in black ink that reads "Rosie Mendez". The signature is written in a cursive style with a large, stylized "R" and "M".

Rosie Mendez
City Councilwoman