

**\*\*\*THE DEADLINE TO SUBMIT FOR EXPENSE  
FUNDING IS MARCH 30, 2012\*\*\***

FY13 Discretionary Funding application can be found at:  
[http://council.nyc.gov/html/budget/fy2013\\_budgetapplication.shtm](http://council.nyc.gov/html/budget/fy2013_budgetapplication.shtm)

1

**PART 1: IMPORTANT INFORMATION**

**Important!**

We encourage applications from groups that are actively working with constituents from Council District 21 (CD21), which encompasses the neighborhoods of Corona, East Elmhurst, Jackson Heights and Elmhurst in Queens. It is advisable to explain how your request is related to the residents of CD21. Please note, it is important to provide information on what services your organization either currently or hopes to provide in CD21.

**Important!**

All budget questions/concerns/information regarding Discretionary or Capital funding should be directed to Annie Meredith, Director of Legislation and Budget for Council Member Ferreras. Annie can be reached at [ameredith@council.nyc.gov](mailto:ameredith@council.nyc.gov) or [212-788-6862](tel:212-788-6862).

**Important!**

In order to be considered for a meeting regarding your budget request, you **must** complete the Budget Meeting Request Form and submit it to Tarik Coles at [tcoles@council.nyc.gov](mailto:tcoles@council.nyc.gov) and cc'ed to Annie Meredith at [ameredith@council.nyc.gov](mailto:ameredith@council.nyc.gov).

**Important!**

The Queens Delegation is offering a series of training workshops on the expense funding application process to assist you with the online application. **All first time applicants MUST attend a training workshop** and we **highly encourage** all other applicants to attend a workshop. The Delegation will conduct workshops

across the borough; however, the following training will occur in CD21:

**Monday, March 5th at 6:00PM**  
**NYC Health and Hospitals Corporation - Elmhurst Hospital**  
**Center**  
**A-Wing 1st Floor – Room A1-22**  
**79-01 Broadway, Elmhurst**

Please see the flyer for RSVP information and alternate workshop dates and locations if you cannot attend the one above.

**Important!**

**Once you complete your on-line application for funding from Council Member Ferreras (not for Queens Delegation), you MUST email the following information to Annie Meredith at [ameredith@council.nyc.gov](mailto:ameredith@council.nyc.gov):**

- a. Organization's Legal Name
- b. Name, phone number, fax number and email address of the organization's budget person
- c. Organization's Address
- d. Organization's EIN
- e. Amount that the organization received from the Council Member and/or the Council in FY12 (if you received funding)
- f. Amount that the organization is requesting in FY13
- g. **Reference number to the online budget application**

**Important!**

**The deadline to submit your discretionary expense funding online application is March 30, 2012.**

**All deadlines are hard deadlines.** Once the deadline passes, the on-line application will no longer be available. **We CANNOT ACCEPT late submissions.**

Incomplete or inaccurate applications will not be considered.

## PART 2: APPLICATION INFO

1. FY13 Discretionary Funding application can be found at:  
[http://council.nyc.gov/html/budget/fy2013\\_budgetapplication.shtml](http://council.nyc.gov/html/budget/fy2013_budgetapplication.shtml)

a. We have provided a PDF guide to assist you in navigating the on-line application and a worksheet to assist you in filling out the application process. **\*NOTE\*** - The worksheet will allow you to hand-write the application and then type it into the online application OR type the application in your word processor and then copy and paste the information directly into the online application. The worksheet should NOT be submitted to our office or Council Finance.

2. Please note that while you are working on the application, the program will not time out your session. However, **DO NOT close the browser window or navigate away from the page until you have finished and submitted the application.** If you close the application, your work will be lost and you will have to start from the beginning.

a. You will NOT be able to save your on-line application as you work on it. You MUST keep browser open and DO NOT turn computer your off – otherwise you will lose all your information.

3. Only an officer or employee of the organization with sufficient knowledge of the organization may complete the online FY13 Discretionary Funding application.

4. There are a number of forms needed to apply for and receive local discretionary expense funding. Please make sure to read the following information carefully.

a. **Char 500**

i. **\*A copy of this document may be requested by Council Finance for Verification\***

i. Your organization must be registered with the New York State Charities Bureau. If you are unsure if your organization has a recent registration number please visit the following website to verify:

[http://bartlett.oag.state.ny.us/Char\\_Forms/search\\_charities.jsp](http://bartlett.oag.state.ny.us/Char_Forms/search_charities.jsp)

ii. However, your organization maybe exempt from the CHAR 500. If you are uncertain if you are exempt, please visit the following website to review the different categories of exemptions that your organization may qualify for:

<http://www.charitiesnys.com/pdfs/char410S chE.pdf>

iii. If your organization is exempt from the Char 500, you **must** download the **Certification of Exemption** form. You will be prompted to download it after you have submitted your organization's online application.

b. **Prequalification Form from MOCS**

i. **\*only required if your organization is requesting \$10,000 or more from City Council\***

ii. Any group that seeks funding over \$10,000 total from the City Council must also apply for prequalification with the Mayor's Office of Contract Services (MOCS)

iii. An organization must apply to MOCS for Pre-Qualification in FY13 **if it did not apply to MOCS for FY 2012** (or was not approved by MOCS in FY 2012)

iv. If you are uncertain if your organization has Prequalification status, please visit the following website to verify:

[http://www.nyc.gov/html/dycd/downloads/pdf/ExpensePQLList\\_051710.pdf](http://www.nyc.gov/html/dycd/downloads/pdf/ExpensePQLList_051710.pdf)

v. General information on applications over \$10,000 and the Pre-Qualification Application can be found at,

[http://www.nyc.gov/html/dycd/html/resources/pql\\_discretionary\\_contracts.shtml](http://www.nyc.gov/html/dycd/html/resources/pql_discretionary_contracts.shtml)

vi. Applications for Pre-Qualification may be submitted to MOCS all year long, but if your organization is not up to date, this should be done ASAP

vii. **Reminder:** our office does not need a copy of the prequalification paperwork; it must be submitted directly to MOCS

**c. Conflict of Interest Form**

i. **\*This MUST be filled out and submitted to Council Finance FOR EACH APPLICATION, even if your organization does not have**

**any conflicts\***

ii. It is used to determine any possible Conflicts of Interest with City Elected Officials and their associates

**d. DCA Application for Cultural Groups**

i. **\*DCA application is only required for Cultural groups and groups intending to use DCA as a Contracting Agency\***

ii. If you are a group seeking the Department of Cultural Affairs (DCA) to be a Contracting Agency, **you must have already applied** for DCA FY13 program funding (the deadline was February 13, 2012)

iii. If you have not already submitted your application, your organization cannot select DCA as a Contracting Agency for funding purposes from Council.

5. Please direct any questions **specifically** about the on-line application to [scrowley@council.nyc.gov](mailto:scrowley@council.nyc.gov).

**6. There is important information you should know when finishing up your application for local discretionary expense funding. Please make sure to read the following information carefully.**

a. At the end of the online application, you will be instructed to print a copy of the application for your records. **Make sure you print a copy for you records.**

b. Once you have completed your application you

will be given a reference number. The reference number is necessary to track your application once it has been submitted.

c. After submission of the online application, you will be asked to download and complete additional forms that must be completed and mailed to Council Finance, including:

i. Certification of Authorization to Submit and Application Completeness

ii. Possible Conflicts of Interest with City Elected Officials and Their Associates

iii. Certification of Exemption from Requirement to Register with the New York State Charities Bureau

**Keep a copy of these additional forms for your records along with the printed copy of the application.**

d. Requests for funding that are submitted to the City Council are considered public documents.

7. Send only the requested additional documents. DO NOT mail a printed version of the application you submitted online.

**All required printed documents must be mailed**

**to:**

Scott Crowley  
NYC Council, Finance Division  
250 Broadway, 15<sup>th</sup> Floor  
New York, NY 10007

### **PART 3: Frequently Asked Questions**

**1. My organization has a Citywide focus, and does NOT do work specific to Council District 21. Is there another way**

**to apply for expense funding?**

You may apply for funding from the Speaker should your organization have a citywide focus. The application process and deadline are the same, however you **MUST** select Speaker funding/ Citywide funding on the application and **NOT** Council Member Ferreras. Cultural organizations cannot apply for Speaker citywide funding.

**2. What is the minimum and maximum funding request for a Member Item?**

The minimum allowable request is \$3,500 for grants administered through the Department for the Aging or the Department for Youth and Community Development. The minimum for grants administered through other agencies is \$3,000. The average request is around \$5,000.

**3. Can an organization that does not have 501(c)(3) still apply for funding?**

**NO.** If your organization does not have 501(c)(3) status, then you cannot receive funding, even if you work with a fiscal conduit.