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THE COUNCIL
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THE CITY OF NEW YORK
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February 4, 2014

Dear Friends,

The FY15 discretionary funding process is underway. As you know, City Council membership and leadership have changed significantly. Major changes to this process may be on the horizon. This year, more than ever before, you should work to diversify your funding base and not rely on receiving the same funding allocated in previous years.

This letter includes background information on the existing discretionary funding system and outlines the steps that **all entities** who wish to receive FY2015 discretionary funding from **my office** must take. Please read it carefully and use the web addresses provided to find important related materials online.

Purposes of & Methods of Receiving City Council Discretionary Funding

Non-profit organizations may request City Council discretionary funding to cover the cost of 1) providing useful programs or services (expense funding) and/or 2) capital projects, such as acquiring or renovating property (capital funding). These activities and/or property must serve a city purpose and be available to the general public.

Public entities, such as schools and libraries, may apply for funding to cover the costs of needed construction and equipment.

My staff and I will review all eligible applications and determine which groups will be allocated discretionary funds. Once allocated, discretionary funds must flow through a city agency. With the exception of the Department of Cultural Affairs (DCLA)¹, agencies distribute Council funds on a reimbursement basis. Recipients of discretionary funds must cover their own costs until Council funds are made available.

Eligibility for City Council Discretionary Funding

City funding is available only to public entities or to non-profits that meet specific criteria. These include being incorporated as a 501(c)(3); registering with New York State's Charities Bureau; and having an Employer Identification Number (EIN). In addition, the city uses a robust review process to determine if organizations are well-managed and stable enough to use city funds responsibly.

The Council's latest pamphlet describing requirements for non-profits seeking expense funding is online at <http://council.nyc.gov/downloads/pdf/budget/2014/14budget.pdf>. A document describing the strict criteria for non-profits seeking capital funds is online at: <http://www.nyc.gov/html/capgrants/downloads/exhibit1guidelines.pdf>.

¹ DCLA distributes Council discretionary funds as grants, with 80% given in advance and 20% given after final reporting. Cultural organizations that wish to receive Council funds through DCLA must submit the Cultural Development Fund application by February 10, 2014: <http://www.nyc.gov/html/dcla/html/funding/cdf.shtml>.

Application Instructions for Non-Profit Organizations

You must have reliable access to the internet to apply for City Council funding. If you do not have reliable internet access in your office or at home, take advantage of the access provided by the Brooklyn Public Library (<http://www.brooklynpubliclibrary.org/map/>). Additionally, some sections of the application must be printed and mailed into the City Council’s Finance Department (not to my office). Therefore, be sure to work at a location that allows you to print.

STEP 1: Submit an electronic application & mail required documents.

Non-profit organizations applying for expense funding must complete and submit all components of the FY15 Discretionary Funding application (<http://council.nyc.gov/html/budget/application.shtml>). The website will not allow you to save your application! Therefore, prepare to complete it in a single sitting.

Non-profit organizations applying for capital funding must complete and submit all components the FY15 Non-City Capital Application (<http://www.nyc.gov/html/capgrants/capgrants.html>).

STEP 2: Email my office.

After your electronic application has been submitted, send my office an email including:

- 1) The reference number associated with your application;
- 2) Contact information (mail, phone and email) for the person with whom we should communicate about the FY2015 funding application;
- 3) A brief description of your group’s successful use of the most recent discretionary funding received and/or work your group has recently done in the 36th Council District (1 pg. maximum).

Application Instructions for City Institutions

City institutions wishing to apply for discretionary funding (i.e., schools, libraries, parks, etc.) are not required to complete an online application. Rather, please submit an e-mail including the following details to my Legislative Director, Dynishal Gross (dgross@council.nyc.gov):

- | | |
|--------------------------------|--|
| 1. Entity Name | 5. Contact E-Mail |
| 2. Entity Address | 6. Amount of Funding Requested |
| 3. Contact Person Name & Title | 7. Brief Description of Project to be Funded |
| 4. Contact Phone | |

Meetings & Deadlines

The deadline for submitting expense applications to the City Council online is **March 21, 2014 at midnight**. The deadline for submitting capital applications to the City Council online is **April 9, 2014 at 5 PM**.

It is neither possible for my office to meet with every entity applying for funding. We will schedule some meetings during the month of March, as needed. For this reason, I encourage you to complete and submit your application as far in advance of the deadlines listed above as possible.

You may direct questions about the FY15 City Council discretionary funding process to Dynishal Gross (dgross@council.nyc.gov).

I look forward to reviewing your applications and to the excellent services you will bring to the 36th District.

Yours truly,



Robert E. Cornegy, Jr.