



New York City Council Discretionary Funding Fiscal Year 2011
Frequently Asked Questions

FREQUENTLY ASKED QUESTIONS

I. Where Should I Go If I Need Help With This Application?

The Council Member who is sponsoring your application will be able to help you if you have any questions. Each Council Member has at least one person from his or her staff to help organizations with their discretionary funding application forms.

If you are applying for a Speaker's initiative or a Council initiative please contact Scott Crowley at scrowley@council.nyc.gov

II. Where Can I Get The Forms To Apply For Council Discretionary Funding?

A. Organization Qualification Form (this form)

This application must be completed by all organizations applying for all types of Council discretionary funding.

Information for FY 2011 and all applications can be found::

<http://council.nyc.gov/html/budget/fy2011.shtml>

B. Applications For Requests Over \$10,000 For Organizations That Were Not Pre-Qualified By MOCS Last Year For Council Discretionary Funding

An organization must apply to MOCS for Pre-Qualification if it is requesting more than \$10,000 in funding *and* it did not apply to MOCS for FY 2010 (or was not approved by MOCS in FY 2010). Applications for Pre-Qualification may be submitted to MOCS all year long.

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

http://www.nyc.gov/html/dycd/html/resources/pql_discretionary_contracts.shtml

III. Who Should Complete This Application?

This form must be completed by an officer or employee of the organization that is applying for Council discretionary funding. The person who completes this form must be authorized by the organization to complete the application and must make sure that he or she knows enough about the organization to be able to fully, truthfully and accurately complete the form.

IV. Can I Submit A Council Discretionary Funding Application Without A Council Member Sponsoring The Application?

Yes, if you are applying to the Speaker or to be included in a Council Initiative. Please contact Scott Crowley at scrowley@council.nyc.gov with any questions. The application should be returned to:

Scott Crowley
New York City Council, Finance Division
250 Broadway, 15th Floor
New York, NY 10007



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Frequently Asked Questions, continued

V. Where Should I Send The Completed Application?

Send the completed Organization Application and all necessary documentation to the Council Member(s) from whom the organization is requesting sponsorship. Each Council Member will then select organizations to sponsor and will submit the selected applications to the Council for vetting.

If you are requesting funding from the Speaker or a Council Initiative the application should be returned to:

Scott Crowley
New York City Council, Finance Division
250 Broadway, 15th Floor
New York, NY 10007

VI. Can More Than One Council Member Sponsor an Organization?

Yes. More than one Council Member may sponsor an organization's program. To request funding for the same program from more than one Council Member, the organization should submit the exact same application to the Council Members from whom the organization seeks funding.

VII. Can a single organization apply for funding for more than one program?

Yes. But the organization must submit separate applications for each separate program.

VIII. If I Am Not Sure About How To Answer A Question, Is It Ok to Guess?

No. It is never ok to guess on a funding application. It is the responsibility of the person who signs this form to make sure that all of the information on this form is true and accurate, including the conflicts of interest statements. *The person signing this document accepts that he or she is responsible for taking reasonable steps to make sure that this application contains true and accurate information. It is a crime to knowingly submit an application that contains false information. Violators are subject to prosecution.*

IX. Where Can My Organization Learn More About Applying For a Federal Employee Identification Number (FEIN)?

IRS: By Phone: 800-829-4933
Online: <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

X. After My Organization Gets A FEIN, Where Can My Organization Learn More About Registering With The Attorney General's Office As A Charity?

New York Attorney General
Online: <http://www.oag.state.ny.us/bureaus/charities/charities.html>

XI. Can A For-Profit Community Based Organization Apply For Council Discretionary Funding?

No. For-profit organizations may not apply for this funding. Only nonprofit community-based organizations are eligible to apply for Council discretionary funding.

XII. Where Can I Learn More About How To Set Up Good Internal Systems At My Non-Profit, To Improve Our Corporate Governance?

Please visit the City's nonprofit assistance page www.nyc.gov/nonprofit to find resources that are available to help strengthen your nonprofit. Or you can reach the City's nonprofit helpdesk at the Mayor's Office of Contract Services by emailing NFPHelp@cityhall.nyc.gov or by calling 212-788-0001.

XIII. When Is This Application Due To The Sponsoring Council Member?

Please ask your Council Member directly.



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Frequently Asked Questions, Factors Considered at the Council vetting stage continued

XIV. When Is The Application Due for Speaker and Council Initiatives due?

The application is due **March 24, 2010**.

XV. Is It OK To Attach More Pages if The Spaces Provided Are Not Enough?

Yes, please attach as much additional information as is necessary.

XVI. What Factors Are Considered At The Council Vetting Stage?

Vetting an application is complex and unique to each application. It is not possible to exhaustively list here all factors considered at the Council Vetting. However, the Council Vetting will include an assessment of the criteria below.

- A. Applicant Must Be A Community-Based Nonprofit Organization - For-Profits Are Not Eligible
- B. Applicant Must Have a Registered Federal EIN Number.
- C. Applicant Must Be Registered with the State Attorney General's Office
- D. Funds May Not Be Used For Lobbying On Behalf Of The City Or Its Residents. 501c4 Organizations are Not Eligible for Funding.
- E. Applicant Must Be In Compliance With Applicable Federal, State and Local Laws and Regulations
- F. Funds Must Be Used For A Lawful, Public Purpose

The public purpose analysis will consider whether the services are made available to a range of community members or whether participants are excluded in a manner that is not consistent with this public program. Applications will not satisfy public purpose requirements if programs exclude participants based on religious affiliation or family lineage or if they exclude people based on other prohibited grounds or charge membership fees that are above a nominal charge. Programs that have legitimate service-related age restrictions, geographic restrictions or needs-based restrictions are eligible for funding. The public purpose analysis will consider the application as a whole including whether the organization serves the public and appropriately solicits participation from the public. At a minimum, the review will consider the following:

Type of Organization Applying For Funding	Consistent With Public Purpose?
1. Groups or Clubs	<p>YES <i>if</i> the program is made available to a range of community members regardless of religious, family or other affiliations</p> <p>Examples of problematic groups:</p> <ul style="list-style-type: none"> • A senior club for church members: NO • A residents club for homeowners: NO • A sorority, fraternity, or alumni association: NO (unless the core objective is public service)
2. Sports Leagues	<p>YES <i>if</i> the league is made available to a range of community members regardless of religious, family or other affiliations</p>



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Type of Organization Applying For Funding	Consistent With Public Purpose?
3. Religious Institution	a. Non-religious Programs Run by Non-Profit Organizations In Religious Institutions YES
	b. Non-religious Programs Run by Religious Organizations In Religious Institutions YES <i>if</i> the religious organization provides <i>non-religious</i> community services (for example: sports, arts, food services) However, such programs must clearly be offered to people outside the religious institution and the program must actively invite the community outside the religious institution. Recruitment and eligibility may not be based on religious affiliation. Special Considerations For Religious Schools: <ul style="list-style-type: none"> • YES <i>if</i> it is an after school program at the religious school and is available to participants outside the religious institution and a minimum of 25% or five (whichever is greater) of the attendees are from outside the religious institution and do not attend the school during the day. Information about the programs must be published and widely distributed outside the religious institution. • Religious schools may not receive discretionary funding for activities that take place during the school program.
	c. Religious Activities NO
4. Tenant / Resident Associations	a. New York City Housing Authority (NYCHA) Tenant Associations: YES
	b. Tenant Associations in Private Buildings with 50% Or More Government-Subsidized Units (Mitchell Lama/Section 8/Other HUD subsidizes): YES <i>if</i> 50% or more of the units are government subsidized
	c. Tenant Associations in Private Buildings With Less Than 50% Government Subsidized Units: YES <i>if</i> the funds are used to provide a service that is open to and provides a benefit to New Yorkers beyond the residents of the building(s)
	d. Neighborhood Associations: YES <i>if</i> the funds are used to benefit a neighborhood, not a select or exclusive group of neighbors
	e. Homeowner Associations: NO