

This two-pager serves as a summary of requirements for an organization to receive non-city capital funding from a Council Member's office. It is the organization's responsible to review eligibility requirements in full, provide necessary documentation to the City for final approval and review post-designation requirements. For more detailed information visit: <https://www1.nyc.gov/site/capitalgrants/index.page>.

### Eligibility Guidelines for Non-City Capital Projects

- Recipients must:
  - Be a non-profit registered to doing business in New York
  - Have three (3) years of audited financials
  - Must have current paid full-time staff
  - Demonstrate the capability (including financial) to regularly and continuously use the capital asset(s) for which funding is requested
  - Provide the City with a lien on the capital asset for its useful life.
    - In the case of real property, the City must have a first-priority lien. This may be an issue if there is a lien position with a bank as a result of a loan.
    - In the case of moveable property (including vehicles), the City must have the sole lien (except that subordinated HUD liens may be acceptable).
- Costs are only reimbursable if made after the date of appropriation (July 1, 2024 in the case of Fiscal 2025 applications).
- Costs incurred after the date of appropriation but before contracting is finalized are spent at the CBO's own risk and may be ineligible for reimbursement
- Costs related to materials specific to the organization such as signage and other unique items are not eligible.
- Software, often bundled by vendors with equipment sales, is not eligible for reimbursement in many cases.
- Special Categories:
  - Private schools are ineligible for funding unless 100% of the students are students with disabilities whose tuition is covered by the City
  - Some of these guidelines do not apply to cultural projects (involving organizations who receive funding from the Cultural Development Fund [CDF]) and affordable housing projects. See the Guidelines for Capital Funding Requests for Not-For-Profit Organizations (the "Non-City Guidelines"), and contact DCLA or HPD, respectively, for more information.
- Capital projects must:
  - Be for assets that have multi-year lifespan (typically at least five years; some IT projects may be three years)
  - Must be used primarily to deliver front line services. Capital funds may not be used for back office, administrative, executive or support service spaces unless in an integrated space.
  - Pay prevailing wage (construction)
  - Meet green building requirements where applicable
  - See chart on next page or reserve for additional requirements for the three (3) distinct project types
    - Moveable Property (includes vehicles, standalone equipment and/or equipment systems, and initial outfitting)
    - Real Property (includes real property acquisition, construction, and renovation)

	<b>Moveable Property</b>	<b>Real Property</b>
Qualifying projects	<p>Vehicle purchases</p> <p>Standalone equipment and equipment systems that are moveable, i.e. unattached to real property or only minimally attached. (Equipment that is substantially attached to real property will be treated as real property.)</p> <p>Outfitting of a space that is newly purchased, constructed, renovated, or leased. Can include items not eligible as equipment, such as furniture, but each item or functional unit must cost at least \$165.</p>	<p>Real property purchases</p> <p>Building construction</p> <p>Building renovation</p>
City operating contracts (including Council Discretionary)	\$25,000 in City contracts for the prior Fiscal Year (Hospital/Clinics are exempt)	\$50,000 in City contracts for each of the prior <b>three (3)</b> Fiscal Years
Minimum City Funding Amount	<p>\$50,000</p> <p>\$250,000 if minimally attached to real property</p>	<p>\$500,000</p> <p>Must include 15% contingency in project costs</p>
Maximum percentage of total project costs that may be funded by the City	100%	<p>90% of the first \$2 million</p> <p>50% of every dollar afterwards</p> <p>(lesser of 50% of the remaining project costs or \$1 million be pledged or on hand at the time of the application)</p>
Real property ownership	N/A	<p>Property generally must be owned by applicant CBO. If a CBO falls into a category below they <b>MAY BE ELIGIBLE</b> for an exemption (check Non-City Guidelines for specific requirements):</p> <ul style="list-style-type: none"> <li>• Senior Center</li> <li>• Cultural Projects</li> <li>• Renting from a government entity</li> <li>• Renting from CBO’s affiliate/subsidiary organization</li> </ul>