



**New York City Council Discretionary Funding
Fiscal Year 2020
Supplementary Application Form**

Instructions

Who Should Complete the Supplementary Application Form?

Any organization applying for New York City Council Discretionary Funding that was incorporated after July 1, 2017 must complete and submit this form.

Instructions for Completing Supplementary Application Form

The supplementary questionnaire must be completed by a knowledgeable officer or employee of the organization that is applying for discretionary funding from the New York City Council. The individual whom completes this form must be authorized by the organization, and must be able to fully, truthfully and accurately complete the questionnaire.

All sections of the form are mandatory unless otherwise noted.

Please note that all application forms/documents submitted to New York City Council are considered public documents.

When should this Supplementary Application be submitted?

This questionnaire should be completed and submitted at the same time as the primary application/request. However, if that is not possible, please complete and submit the supplementary questionnaire as soon as possible. A delay in submission will place an automatic hold on any potential funding.

Questions?

If there are any questions regarding this form and/or other, aspects of New York City Council Discretionary Funding please submit inquiries to the following:

discretionary@council.nyc.gov

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Legal Name of Organization (*as written on Certificate of Incorporation*):

Federal Employee Identification Number (FEIN): _____

Other names or Acronyms Used: _____

History of Organization:

What year was the organization founded: _____

What year did the entity receive its EIN: _____

How long has the organization provided services to the community?

Did the organization evolve from a pre-existing entity? _____

If yes, what is the organization's name? _____

Why did the group branch off and/or start its own non-profit?

To the best of your knowledge, did the previous organization ever apply and/or receive City Council Discretionary funding?

Please describe the activities, programming and/or services that the previous organization applied for and/or received for which the entity received funding:

Funding/Budget:

Is the organization aware that New York City Council Discretionary Funding is based on reimbursable contracts, and that the entity is responsible for costs while awaiting contract registration with appropriate city agency?

Does the organization have the capacity to maintain operations and programming whilst awaiting funding approvals and contract registration?

What percentage of the current operating budget will be based on New York City Council Discretionary Funding? _____

What other sources of revenue does the organization have? (*Examples: private donations, other city agency contracts, federal and/or State grants*)

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CERTIFICATION OF AUTHORIZATION TO SUBMIT AND COMPLETENESS

I certify that:

I am authorized, by the organization seeking funding to complete and submit this form on behalf of the organization;

I took reasonable steps to ensure that the information provided in this questionnaire is complete, true and accurate.

I understand that it is a crime to knowingly submit a form, application or questionnaire requesting funding which contains or may contain false and/or inaccurate information. I understand to do so would be a violation, and subject to prosecution.

Authorized Official: Signature Date

Authorized Official: Printed Name Date

Sworn to before me this _____ day of _____, 20

Notary Public Signature & Seal

