

**FUNDING REQUESTED FOR CITY FY 2026
(FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026)**

REMINDER: Complete ONCE and upload to CapGrants in the original PDF file format. Printed and/or scanned versions of this form will render your Capital Funding Request incomplete.

ORGANIZATION

'DOING BUSINESS AS' NAME

| Funding Source | Amount Requested (Rounded to the Nearest \$1,000) |
|---|--|
| Borough President | |
| City Council | |
| Department of Cultural Affairs | |
| Total Amount Requested in City FY 2026 (Not to exceed the Total Cost Estimate of All Projects) | |

Project List

List the projects, in order of priority, including the project name and project cost estimate. Each project listed should be accompanied by the relevant Project Section Appendix (CR, E, V, or others as made available through a capital project manager). The number of capital projects that may be requested has increased but project type cap limits remain. No more than two construction or renovation projects may be requested of which only one may be a new project. In addition, no more than two equipment projects may be requested.

Priority # Project Name (500-character limit): Project Cost Estimate:

1

2

3

4

Total Cost Estimate of All Projects:

I. CONTACT INFORMATION

A. Principal Funding Request Contact:

Name: _____ Title: _____
Email: _____ Phone: _____

B. Chief Executive Officer (or equivalent):

Name: _____ Title: _____
Email: _____ Phone: _____

C. Principal Capital Contact:

Name: _____ Title: _____
Email: _____ Phone: _____

D. Organization Mailing Address:

Address 1: _____
Address 2: _____
City: _____ State: _____ Zip: _____

E. Community Board and Council District:

Community Board #: _____ City Council District #: _____

- F. **If you haven't already done so, read the FY26 Funding Request Guidelines.** It will help you submit a complete capital funding request and provide important information about the City's requirements. Check the box below to acknowledge that you have read the requirements as outlined in the FY26 Funding Request Guidelines:

G. List your organizations FY26 Funding Request seminar attendee(s):

| Name | Title |
|------|-------|
|------|-------|

1

2

3

4

An organization employee did not attend:

II. ORGANIZATION INFORMATION

A. Organization Background:

1. Briefly describe the mission, history, principal programs, and activities of the Organization. Include the issue(s) that the Organization works to address and the current programs and accomplishments, with an emphasis on the achievements of the past year. (2,500-character limit)

B. Articles of Incorporation:

1. In what year was the Organization formed?
2. In what State was the Organization formed? (State abbreviation)
If the Organization is not incorporated in New York State, attach evidence that the Organization is licensed to do business in New York State and is in good standing as **Attachment II-02 NYS License and Good Standing**. (For more information on how to request a Certificate of Status, visit New York State Department of State's website, <https://dos.ny.gov/certificate-status>).
3. Attach Articles & Certificate of Incorporation and any amendments thereof as **Attachment II-01 Articles and Certificate of Incorporation**.

C. Tax Exempt Status:

1. Under which section of the Internal Revenue Code is the Organization tax-exempt (e.g. section 501(c)(3))?

2. If the organization is not exempt under section 501(c)(3), attach explanation or documentation of tax status as **Attachment II-03 IRS Tax Exempt Status**.

D. New York State Charities Bureau:

1. Is the Organization registered as a charity with the New York state Attorney General Charities Bureau (pursuant to New York Estates, Powers & Trust Law (EPTL) or Article 7-A of the New York Executive Law or both)?

YESNO

 - a. If YES, provide the Organizations Charities Registration number: _____
 - b. If YES, provide a copy of the Organizations most recent annual filing as **Attachment II-04 Form CHAR500**.
 - c. If No, explain why the organization is exempt from such registration requirements (500 character limit)

E. Cultural Capital Baseline Eligibility:

Choose one:

CDF panel recommendation in Fiscal Year 2022, 2023, or 2024

Member of the Cultural Institutions Group

Other

If other, explain: (500 character limit)

F. Operations and Management:

1. Attach an organizational chart, listing the names and titles of executive management, the staff members (or number of staff per division) and their functions as **Attachment II-05 Organizational Chart**.
2. Attach a list of the Board of Directors with officer titles, term years, and professional affiliations as **Attachment II-06 Board of Directors**.
3. Does your Board have an active committee structure?

YES NO

If YES, list all such committees below: (500-character limit)

4. How many paid full-time staff employees on the organization's payroll does the organization have? _____
5. How many paid full-time staff equivalents (not including full-time employees) does the Organization have? _____
Refer to the FY26 Funding Request Guidelines for how DCLA is defining full time equivalents.

G. Operating Budget and Strategic/Business Plan:

1. Using the template provided in the funding request document package, submit the Organization's operating budget for a total of four years (the previous two years, current year, and plan for the forthcoming year) as **Attachment II-07 Operating Budget**. Note that the budget should cover FY 2023-FY 2026 and present a detailed breakdown of income and expenses with budget notes, if applicable.
2. Explain how the proposed capital project (i.e., expansion, renovation, or new construction) fits into the organization's long-term plans by providing a narrative in the form of a Strategic/Master Plan and/or Business Plan as **Attachment II-08 Strategic Plan and-or Business Plan**.
3. Who compiled your four-year budget and plan (i.e., in-house, outside consultant)? _____
4. Has the City allocated capital funding for the Organization in the previous 10 City fiscal years?
YES NO
 - a. If NO, skip to section H.
 - b. If YES, list City-funded capital projects, in the tables below.

Active Projects

| PJID | Project Title (50 character limit) | Total Allocation | Project Status: Examples include, Scope Development, FEP, Design, Construction, Procurement, etc. |
|------|---------------------------------------|------------------|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Check if you have more than five active projects.

Most recently completed projects:

| PJID | Project Title (50 character limit) | Total Allocation | Substantial completion date |
|------|------------------------------------|------------------|-----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

H. Compliance:

1. For completed City-funded construction or renovation project(s) on non-City owned Real Property, has the Organization completed and returned a compliance certification form as required by the Restrictive Covenant? (see the Organization's executed Restrictive Covenant, if applicable)
YES NO N/A
2. For completed City-funded equipment project(s), has the Organization completed a Capital Equipment Annual Use Certification Form (see Exhibit 3 of the FY26 Funding Request Guidelines)?
YES NO N/A

I. Programming, Marketing, and Membership:

1. Organizations may not have a separate subsidiary organization provide the services or programs related to the funding request herein.

Check the box below to acknowledge this requirement.

2. Are Organization services and/or programs available to all residents of the City of New York?

YES NO

If NO, provide explanation below: (500 Character Limit)

3. Is a program service fee or membership in the Organization required to participate in any of the Organization programs or to be a recipient of Organization services? This includes admission charges, tuition, or any other payment necessary to attend the Organization's programming.

YYES NO

IF YES, provide a description or list of fees and/or membership requirements and costs, and an explanation of the different fee and/or membership categories, where appropriate. (500-character limit)

NOTE: The fact that an organization may or may not request program/service fees or membership does not influence City funding.

J. Sectarian Use:

1. Describe in detail ANY religious or sectarian activities (e.g., religious worship, instruction, prayer, or proselytization) that the Organization provides/will provide, or that an affiliated corporation provides/will provide.(500-character limit)

If not applicable, check here:

2. Describe the frequency, duration, and location of such religious or sectarian activity. (500-character limit)
If not applicable, check here:

3. Is the Organization affiliated with any religious corporation?

YES NO

IF YES, provide a description and explanation as **Attachment II-09 Religious Corporation Description**.

K. Affiliates:

1. Attach a list of all for-profit and non-profit affiliates as **Attachment II-10 Affiliates**. Be sure to provide a description/explanation of the nature of the relationship (e.g., majority ownership interest, majority voting interest in the board, economic interest, control by management contract, affiliation agreement or other means).
If there are no such affiliates, check here:

II. CITY REQUIREMENTS & COVENANTS

A. City Purpose Covenant:

1. The Organization will be required to make use of the Project for an agreed upon City Purpose for a term to be determined by the City.
2. For Real Property Projects on property not owned by the City, the owner of the property (the Organization and, if applicable, landlord) must agree to sign a Declaration of Restrictive Covenant in the form provided by the City. See the sample Exhibit 1 – Sample Form of Declaration of Restrictive Covenant.
3. If applicable, the Organization will be required to secure the agreement of every existing and/or pending lienholder to the subordination (for Real Property Projects) of their lien(s) to the Restrictive Covenant, and/or exclusion of the Movable Property requested herein from such lien(s). See a sample form of Subordination Agreement included in Exhibit 1, in the FY26 Funding Request Guidelines.
Check this box to acknowledge the above requirements:

B. Non-Discrimination and Equal Access:

The Organization shall not unlawfully discriminate against any person based on actual or perceived race, religion, creed, color, national origin, gender, age, disability, marital status, uniformed service, sexual orientation, political affiliation, immigration or citizenship status, or any other status protected by applicable law.

Does the Organization understand and agree to this requirement?

YES NO

C. Mayor's Office of Contract Services (MOCS):

MOCS is the City's compliance and oversight agency for procurement, and requires the following forms be submitted. If you have any questions about the forms referenced below, contact MOCS at prequalification@cityhall.nyc.gov.

1. Doing Business Data Form submitted as **Attachment III-01 Doing Business Data Form**. This form was included in the Capital Funding Request Package compressed (.zip) file and titled 8. Doing Business Data Form.
2. Conflict of Interest Disclosure and Compliance Certification form submitted as **Attachment III-02 Conflict of Interest Disclosure and Compliance Certification**. This document was included in the Capital Funding Request Package compressed (.zip) file and titled 9. Conflict of Interest Disclosure and Compliance Certification.
3. If City Council capital funds are requested, a Lobbying Certification form must be completed and submitted as **Attachment III-03 Lobbying Certification** (City Council funding only) form as required by City Council and MOCS. This form must be signed by the Chief Executive Officer (or equivalent) of the Organization. This form was included in the Capital Funding Request Package compressed (.zip) file and titled 10. Lobbying Certification (City Council funding only).

IV. REPRESENTATION FORM

Authorization to submit this Capital Funding Request for the Organization and to make the representations and warranties set forth herein and that all answers submitted are factual and accurate. I,

as

[Authorized Representative Name]

[Title]

have the authority to submit this Capital Funding Request on behalf of

[Organization's Legal Name]

I hereby certify that all answers submitted herein (including in the Appendices) are factual, accurate and complete to the fullest extent of my knowledge, and that this Capital Funding Request has been completed with the best efforts of the above-named Organization. I understand that failure to provide factual, accurate and complete information may result in loss of City funding and/or the cancellation of my Organization's capital project.

(Signature)

(Date)

ORGANIZATION SECTION

CHECKLIST OF ATTACHMENTS

REMINDER: Attachments must be submitted electronically in the original file format (e.g., PDF, Excel, Word) with the form(s) (see "FY26 Funding Request Guidelines").

Indicate the attachments you have submitted by ticking the check box next to the appropriate attachment below:

Required Attachments:

- ☐ II-00 Organization Section
- ☐ II-01 Articles and Certificate of Incorporation
- ☐ II-04 Form CHAR500
- ☐ II-05 Organizational Chart
- ☐ II-06 Board of Directors
- ☐ II-07 Operating Budget
- ☐ II-08 Strategic Plan and-or Business Plan
- ☐ III-01 Doing Business Data Form
- ☐ III-02 Conflict of Interest Disclosure and Compliance Certification

Attachments that may be required to be fully responsive to questions in this Section:

- ☐ II-02 NYS License and Good Standing
- ☐ II-03 IRS Tax Exempt Status
- ☐ II-09 Religious Corporation Description
- ☐ II-10 Affiliates
- ☐ III-03 Lobbying Certification (City Council funding only)