



FUNDING PROCESS FOR NON PROFIT PROJECTS: A HOW TO PRESENTATION

**FACILITATED BY THE MANHATTAN
BOROUGH PRESIDENT'S BUDGET
UNIT**

PRESENTATION GOALS

This presentation intends to...

- Provide capital funding guidelines for nonprofit projects
- Discuss Manhattan Borough President's Office application process
- Answer questions from potential applicants

CAPITAL FUNDING BASELINE REQUIREMENTS

Not-for Profit Status: must be not-for-profit organizations organized under New York State law or registered to do business in New York State.

City Operating Contract:

- *Real Property* projects must have pre-existing contract with the City for operating funds for FY 2019, FY 2020 and FY 2021 of at least \$50,000.
- *Movable Property* projects, applicants must have a contract with City for operating funds in FY 21 of at least \$25,000

Operating History-demonstrate financial resources sufficient to support the project throughout its useful life.

Audited financials -for the immediately preceding 3 fiscal years

Funding will not be provided to startup organizations, organizations with no current, paid, full-time staff or organizations that cannot demonstrate a history of operating the services proposed.

EXCEPTIONS TO CAPITAL FUNDING BASELINE REQUIREMENTS

Housing Projects:

Baseline requirements are stipulated by the type of housing *loan program* from the City's Dept. of Housing Preservation and Development.

Cultural Projects:

Organization received institutional or programmatic support from DCLA in one of the following fiscal years, FY2018, FY2019, FY2020, and/or FY2021. If you are first time CDF recipient in FY2021, please contact your Capital Project Manager. If you don't have a Capital Project Manager, contact capitalrequest@culture.nyc.gov.

TYPES OF ELIGIBLE PROJECTS

Real Property acquisition, construction or reconstruction of land/buildings and fixtures.

Moveable Property personal property, such as equipment or vehicles, that is not attached to real property in any manner or is very minimally attached to real property.

Examples

- Land and building acquisition
- Theater renovations and equipment purchases
- Building systems
- Vehicle purchases
- Outfitting of new spaces

AN ELIGIBLE PROJECT MUST...

- City Purpose-defined City use and provide a public benefit for its useful life
- Useful Life- 3 to 10 years for moveable property and 20 to 30 years for real property
- Capital Asset- meet the directives of the NYC Comptroller's Office

Meet the minimum city contribution for:

- Real property projects (land, building), must be at least \$500,000.
- Movable Property projects must be at least \$50,000.

OTHER REQUIREMENTS...

- Private Schools: no funding will be provided to private elementary or secondary schools, except schools where 100% of the student body consists of special education students with disabilities whose tuition costs are covered by the DOE.
- All projects will be subject to a 2.5% administrative fee by the city agency administering the project which will be deducted from the total appropriation funded to the project
- All real property projects must have a 15% contingency built in
- Funds will be made available only on a reimbursement basis
- The City will reimburse only for eligible costs incurred after the date of the city appropriation
- The City will not fund recipients that have not complied with prior agreements with the City.

EXAMPLES OF INELIGIBLE ITEMS

This is a list of some of the items most frequently included in applications which are ineligible for capital funding. This list is not intended to be exhaustive.

- Mobile devices, including: cellphones, USB flash drives
- Maintenance/ support services
- Warranties that have a separate line item cost associated with them.
- Disposable/ consumable items, including: toner, paper, CDs, DVDs, badges, IDs, key fobs, batteries, mouse pads, light bulbs
- Spares/ inventory/ supplies/ backup items
- Custom-made items/ custom fabricated items (including custom-fabricated furniture)/ unique items (including entity-specific signage)
- Items with an estimated useful life of less than 3 years
- Maintenance equipment including: floor buffers, vacuum cleaners, snow and leaf blowing machines
- Carrying cases/ storage cases
- Software subscriptions with ongoing fees (software licenses are only capitally eligible when they will be valid for 5 years with the initial purchase)

HOW DO I APPLY FOR CAPITAL FUNDING?

All non profits must complete an application via OMB's CapGrants portal located here:
<https://www1.nyc.gov/site/capitalgrants/capgrants-portal/capgrants-portal.page>.

Step 1

Set up an account and conceptualize your project. Our office doesn't require a meeting with your group but you can set up time to discuss your project via this link: <https://bit.ly/BUdgetMeetingReg>

Step 2

Submit request form (s). Incomplete applications will not be reviewed by the Office of Management and Budget. Be aware that you may not change project location or type after appropriation without a new application

Step 3

OMB and the MBPO budget staff review applications for eligibility criteria, discuss projects with Borough President and appropriations are made for the fiscal year commencing July 1st

APPLICATION TIPS

- Sign up to receive our e-newsletter in order to get funding notifications. You may sign up via this link: <https://www.manhattanbp.nyc.gov/>
- Apply for funding via your City and State Elected Officials. To find out who represents you use the following link: <https://mygov.nyc.org/>. Applications with other government matching funds have a better chance of getting funded given the limitation in funding
- Complete your application as early as possible so that we may provide needed feedback. The system gets overloaded when there are too many people using it and you may miss your deadline—there's no reopening of the system passed the deadline.
- Review our capital funding allocations for ideas of how much funding we usually provide towards a project.

APPLICATION TIPS (CONT.)

- You are welcome to set up time to discuss projects with our office:
<https://bit.ly/BUdgetMeetingReg>
- If you intend to repurpose funds from prior fiscal years, please send an email to the budget staff in anticipation of your application.
- Submit only one application.
- Discuss budget projects solely with the budget unit so that we can offer the best support.

QUESTIONS

MBPO
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