

**FY21 CAPITAL FUNDING
REQUEST SEMINAR
January 23, 2020**

Why We Are Here

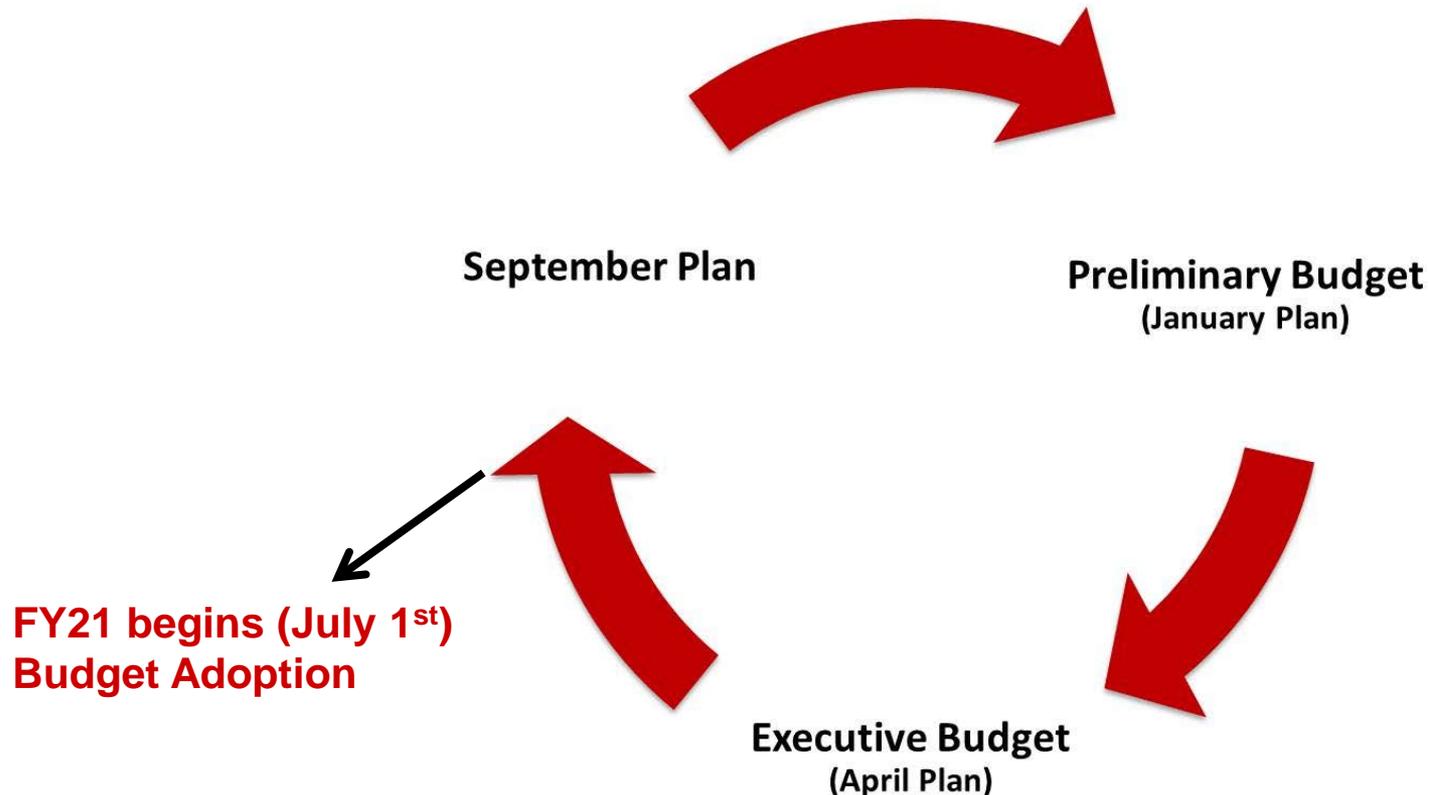
- Funding Basics
- Capital Eligibility
- FY21 Request Process
- Key Dates
- Question & Answers



St. George Theater

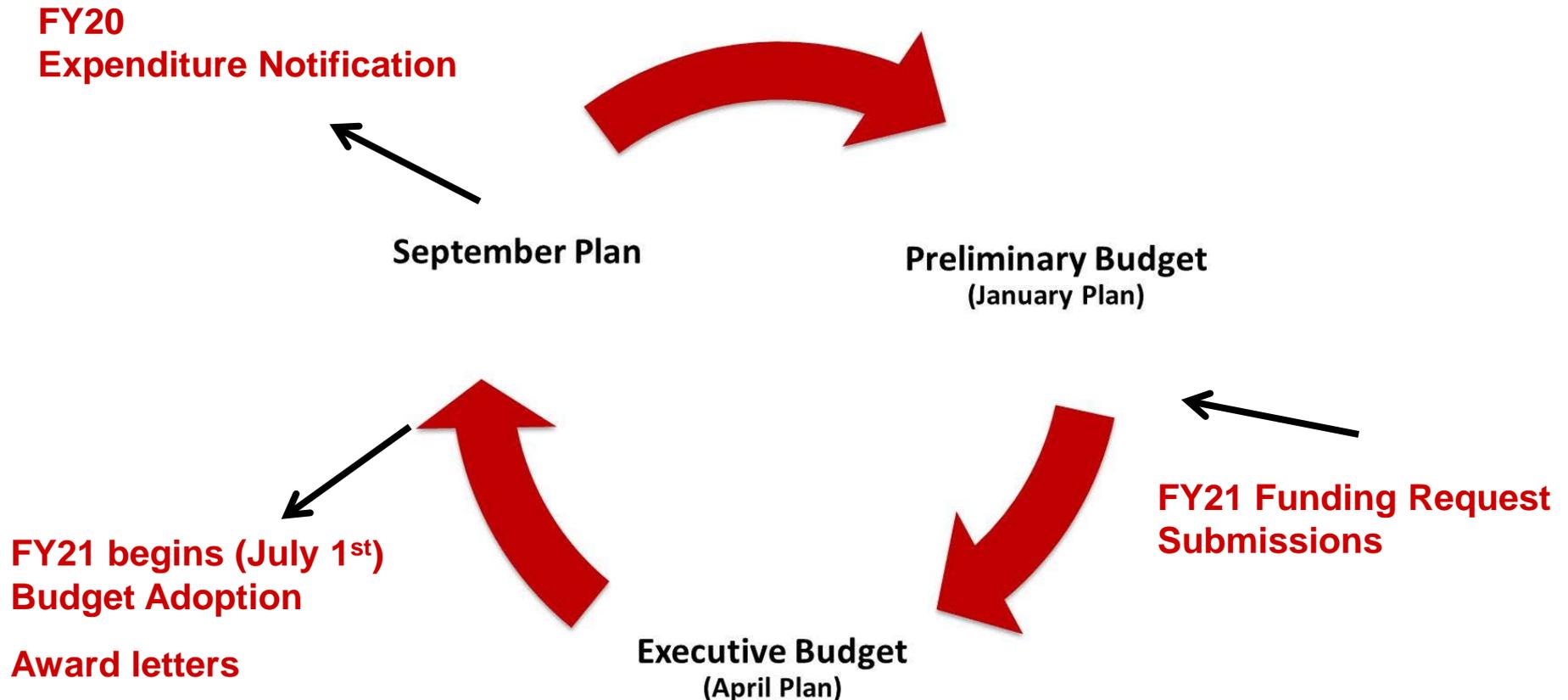
The City's Budget Cycle

Each plan updates the City's budget to reflect current project funding needs. There are three major updates during the course of a fiscal year.



The City's Budget Cycle

If funds are awarded, notifications go out after budget adoption, detailing all funding allocated by the City. Expenses incurred during the previous year are included in the expenditure notification.

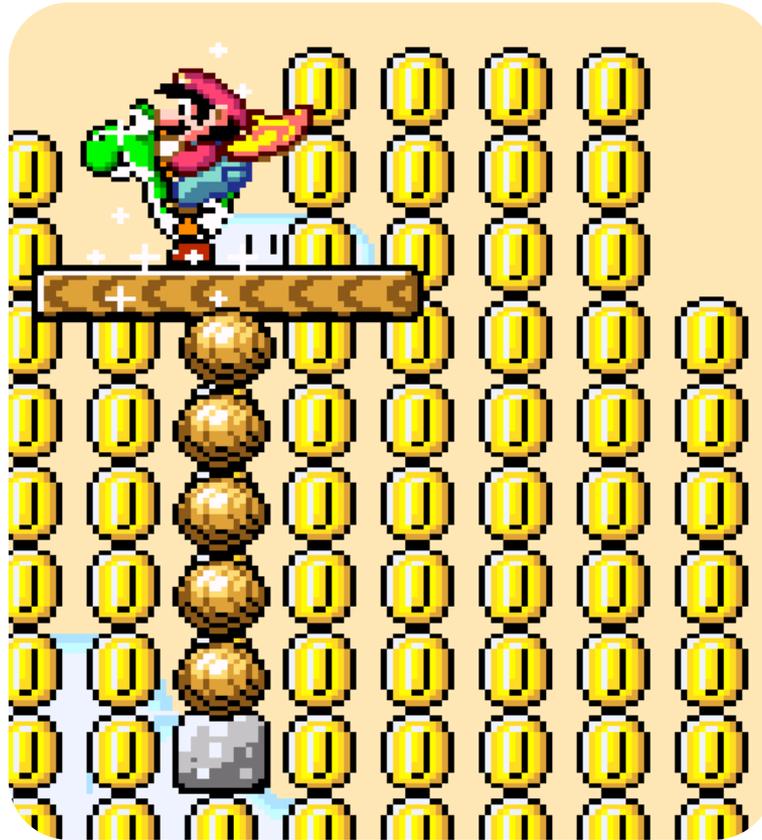


DCLA's Goals for Capital Funding

To enhance the public's experience of cultural life in New York City through projects that:

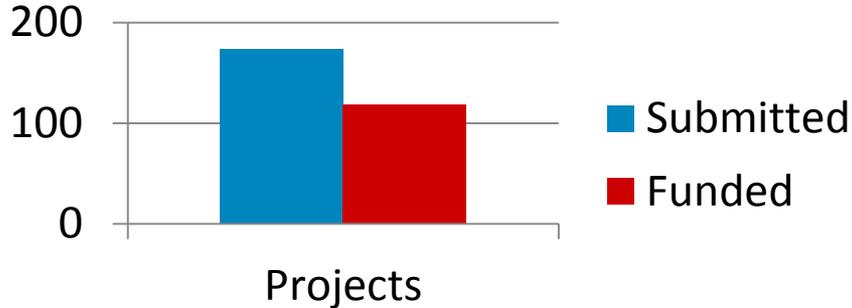
- Increase public access to cultural programming throughout the City
- Contribute to the vibrancy and diversity of the City's communities
- Preserve and promote the highest quality cultural facilities, programs, and collections
- Maximize the effectiveness of public/private partnerships
- Address priorities as identified in the CreateNYC Cultural Plan including: accessibility for people with disabilities, environmental sustainability, and creating affordable workspace for artists

Fun Fact #1: Funding is limited

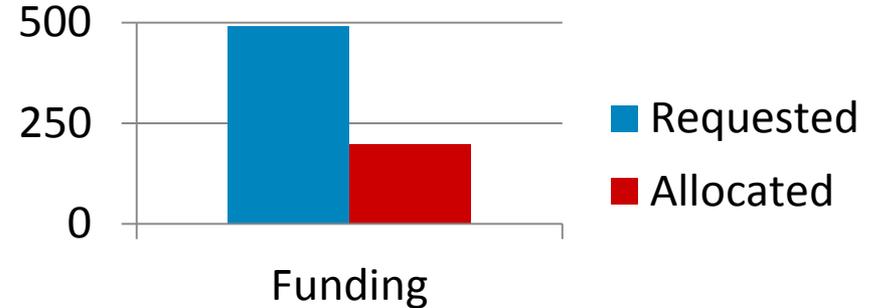


Submitting an accurate and comprehensive request is extremely important to ensure your project receives every consideration.

FY20 Capital Funding



*Out of 174 projects submitted
119 were funded
68% of all requested projects*



*Out of \$491 million funding requested
\$198 million was allocated
40% of the total requested funding*

Most projects were funded, but most of those projects received less than the requested amounts

Capital Funding Basics

New York City allocates capital funding to cultural organizations on an annual basis.

Capital appropriations are allocated by the:

1. Borough Presidents

2. City Council

3. Mayor / DCLA

- Unlike DCLA programmatic funding (CDF) which is an *application* process, the Capital funding process is known as a *request*
- This means your request is reviewed and evaluated by DCLA and discussed with the elected officials from whom you request funds
- Allocations are not grants and funding is spent by the City on behalf of the organization
- All funds, regardless of source, are administered by DCLA and are subject to eligibility requirements and DCLA policies

A single project is often funded by a combination of funding sources

Fun Fact #2: Cast a Wide Net



Photo by: John C. Clark

You should be discussing your project with your Borough President, City Council and DCLA.

Baseline Requirements

Baseline requirements for requesting capital funding are:

- Your organization is a not-for-profit with documented tax-exempt status pursuant to Section 501(c)(3) of the Internal Revenue Service Code or able to designate a fiscal conduit with such status
- Your organization received CDF funding from the Department of Cultural Affairs in one of the past three fiscal years, i.e. in FY2018, FY2019, and/or FY2020
- Your organization guarantees that any capital funding received from the City will not be used to advance or support sectarian activity, including (but not limited to) religious worship, instruction or proselytizing
- Your organization must demonstrate the capacity to take on the capital project for which funding is requested
- Your organization must demonstrate site control for the duration of design/ construction in addition to the useful life of the project

Capital Funding Eligibility

Capital funds are secured by Government Bonds and are restricted for use through the Comptroller's Accounting Directive 10 (AD10 or Directive 10).

- Charges to the capital funds can only be made for projects that provide for a **comprehensive betterment**, defined as:
 - **extensive, [physically] connected, and typically involved in all four trades** (electrical, plumbing, HVAC, and general construction)

A copy of Accounting Directive 10 and Frequently Asked Questions & Scenarios are accessible at the Comptroller's website: <https://comptroller.nyc.gov/services/for-city-agencies/comptrollers-directives-and-memoranda/directives-and-memoranda/>

Fun Fact #3: City funding is not a blank check



**Funds are allocated for approved eligible scope only.
Do not expect to be reimbursed.
The City cannot pay for work completed prior to the
appropriation.**

Types of Capital Projects

Based on Directive 10, the types of capital projects eligible for funding are:

Construction/Renovation

- Construction of a new facility
- Expansion of an existing facility
- Significant upgrade or renovation of existing **contiguous space**
- Upgrade or replacement of a building system, e.g. HVAC



MCC Theater Construction

Equipment/Vehicles

- Equipment systems (e.g. theatrical lighting) or
- Standalone equipment (e.g. a piano or copier)
- Vehicles (10+ person capacity)



DCTV: Shared Media Storage System

Project Requirements

To determine if your project is eligible for City capital funding, it needs to meet the following requirements:

Comprehensive

- Creates new asset/systems
 - Significant upgrade of an existing asset
-

City Purpose

- Provides public benefit for improvement's or equipment's useful life
-

Long-Term Investment

- Equipment = 5 to 15 years
- Construction/Renovation = 10 to 30 years

Project Financial Requirements

1. The minimum City contribution to a capital project on non-City owned property must be at least:

- \$50k for equipment/\$250k for minimally attached equipment
- \$500k for construction/renovation (on non-City owned property)

If your total project costs less than the minimum, your project is not eligible for capital funding

2. The project must be fully funded before it starts:

Any gap between funds available and total project cost must be closed through secure private or non-City sources such as capital campaign, endowment, general fund, state or foundation grants

3. Interfund Agreement Fee (IFA):

An administrative fee of 2-15% will be deducted from your capital funding allocation to cover managing agency costs

Project Cost Estimating

When developing a project budget, make sure to include the following:

- 15% Design Fee
- 10% Design and 15% Construction contingencies
- Escalation to account for cost increases between the moment budget is developed and actually spent (DCLA recommends: 2% per month)
- We are seeing markups at outset of projects that should be part of your budget. For example, the following may be applied to your project and should be worked into your funding request:
 - ✓ Estimating Allowance, 15%
 - ✓ Phasing, 15%
 - ✓ General Conditions, 10%
 - ✓ Overhead & Profit, 15%
 - ✓ Incidental Asbestos & Lead Abatement Allowance
 - ✓ Special Inspections, ~2% Estimated Bid Amount
 - ✓ ADA improvements could add a further 20%

(Note: all mark-up percentages are based on construction costs)

NOT Eligible for Capital Funding

Maintenance

- Repair/Maintenance work, e.g. roof patching
 - Painting & carpeting unrelated to capital project
 - Extended warranties
 - Maintenance agreements & service contracts
-

Operational

- Employee salaries
 - Administrative expenses
 - Training
-

Studies

- Environmental assessments (as a stand-alone item)
 - Feasibility studies
-

Fixtures/Equipment

- Fixtures or equipment that require attachment to the property are ineligible without a restrictive covenant or security agreement
 - Organization-specific signage/donor plaques
-

Other

- Fundraising, financing, owners rep or legal fees
- Work performed prior to the capital appropriation
- Custom databases
- Unique or excessively expensive

Completed Projects



New York Botanical Garden – Edible Academy



Bronx Council on the Arts – Building Renovation



MCC Theater – New Theater



Second Stage Theater – Theater Renovation 18

Fun Fact #4: City-funded Projects Take Time

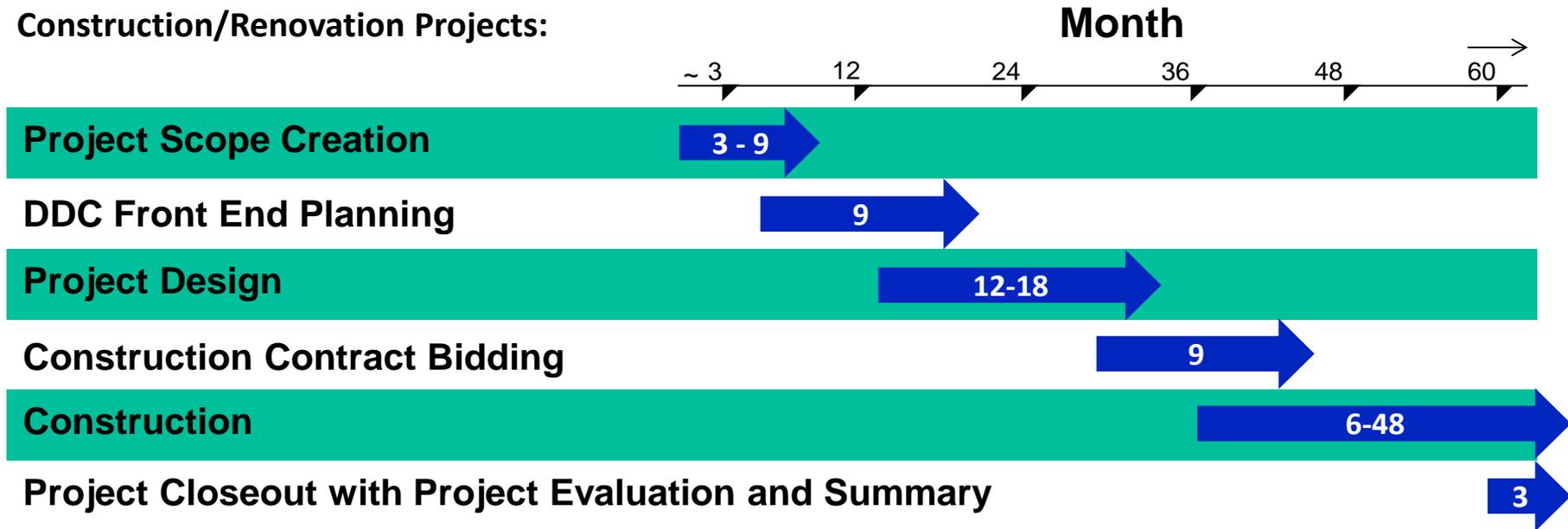


Do not expect the project to follow your preconceived timeline.

Construction/Renovation Timeline

*In most cases, the City will manage your construction project.
Average timelines are:*

Construction/Renovation Projects:



Timeframes depend on the scale, budget and complexity of the project. The timeline shown represents optimal durations without delays, and is based on complete submissions + timely actions

RESTRICTIVE COVENANTS may add additional time to the schedule

Legal Requirements

There are also legal requirements your organization must agree to:

City Interest

- Property must be either City-owned, or
- **If not City-owned**, a Restrictive Covenant must be executed

Restrictive Covenant

- Required when capital funds are spent towards renovation or new construction project on non-City owned property
- Ensures the City has first priority interest on the property; if it is owned by a third party (e.g. landlord, bank), the Restrictive Covenant must be agreed to and signed by that third party property owner

Security Agreement

- Required when capital funds are being used for moveable equipment systems that are not purchased by DCLA directly
- Establishes the City's legal interest in the equipment and ensures that City-funded equipment is used in furtherance of a public purpose

Legal Requirements

Use Restriction

The improved property or purchased equipment must be used consistently with the mission of the organization for the duration of the **useful life*** of the improvement or equipment

Recorded against (real) Property

Any current and future owners (or lessors) of property are bound by use restriction (during the covenant term)

First Priority Lien

Other liens against property (mortgages, financing, loans, etc.) must be subordinated to the City's interest**

* The useful life of a project is based on its estimated physical life and the NY State Local Finance Law. Under Directive 10, the City may not fund any assets with a useful life that is less than five years.
Your lease term must be equivalent to or longer than the useful life period defined for your project plus design and construction duration

** If the property is owned by a third party (e.g. landlord, bank), the lien subordination must be agreed to and signed by that third party

Local Laws and City Policies

City-funded projects must meet certain Local Laws and City Policies. Here are some that typically apply to cultural capital projects:

Local Laws 32 (86): Green Buildings Law

- Sustainable design intended to reduce energy and water consumption
- Applies to capital projects impacting 50% of the facility's total area, with City contribution over \$2M or >50% of project costs
- Local Law 31/32 applies to projects added to the capital budget after July 1, 2017. Local Law 86 applies to projects in the capital budget prior to FY18.

Local Law 51: Induction Loops

- Requires that any capital project with an estimated baseline construction cost of \$950,000 or more involving the construction of one or more "assembly areas" include the installation of an induction loop assistive listening system in at least one assembly area and "microlooping" each security, information or reception desk used for check-in.

- For more information and exemptions visit:

https://www1.nyc.gov/assets/buildings/local_laws/ll51of2017.pdf

Local Law 1: M/WBE

- Sets specific goals for participation of minority or women owned construction and professional service firms in City projects
- <http://www.nyc.gov/html/law/html/opportunities/opportunities.shtml>

Local Laws and City Policies

Local Law 92/94 of 2019 - Green Roofs

A Local Law to amend the New York City building code, in relation to requiring that the roofs of certain buildings be partially covered in green roof or solar photovoltaic electricity generating systems

Local Law 58: Accessibility/ADA

Mandates that the design and construction of buildings accommodate the accessibility needs of people with disabilities, including appropriate routes of movement in the interior and exterior of the building, interior room modifications, and adjustment of facilities
<http://www.nyc.gov/html/mopd/html/laws/local.shtml>

General ADA Considerations

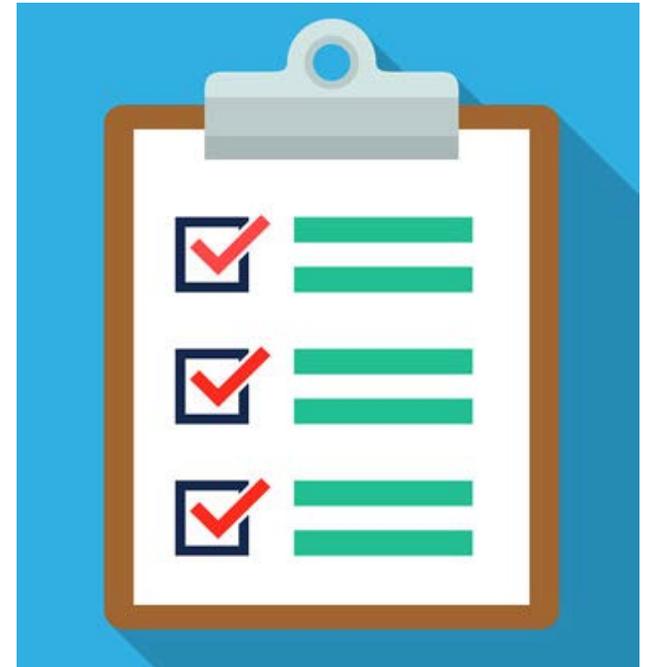
- ADA regulated by: NYC Building Code A117.1 (City law) and 2010 ADA Standards for Accessible Design (Federal law)
- Path of travel: An alteration that affects or could affect the usability of or access to an area of a facility that contains a primary function shall be made so as to ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving the altered area are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, unless the cost and scope of such alterations is disproportionate to the cost of the overall alteration.

What to Plan for Post Construction

Once construction is complete, **your** building or space is **your** responsibility. It is essential to plan for the following post construction:

- A maintenance plan for any new buildings and/or building systems (including trainings, maintenance contracts, etc.)
- Needs for (a) new facility manager(s)
- Additional staff to operate new space(s)
- Operating expenses associated with the above

Be prepared to discuss your plans with DCLA throughout the duration of design AND construction. We want to ensure you end up with a great space that can be operated for many years to come.



"Another flaw in the human character is that everybody wants to build and nobody wants to do maintenance." – Kurt Vonnegut

Capital Pre-Scoping and Feasibility Planning

- DCLA is launching a **pilot program** in fiscal year 2021, called Capital Pre-Scoping and Feasibility Planning (CPSFP), to assist two to three selected non-profit cultural organizations considering a capital construction or renovation project.
- This pilot program will identify a path for the non-profit cultural organization to successfully define and initiate a capital project or recommend alternative strategies should a capital construction or renovation project be inadvisable.
- Selected organizations will work with a consultant, contracted with DCLA, to conduct a review of capital needs in relation to existing operating model in order to develop a feasible plan that is scaled appropriately to align the organization's capital needs with its administrative and fundraising capacity. Conclusions will be in a report shared with the organization, DCLA, and other City stakeholders.
- For the pilot program, organizations with an operating budget between \$500K and \$1,500,000 are eligible to apply.
- **Deadline for requests: February 20, 2020.** Due to limited funding, this is a highly competitive program.

<https://www1.nyc.gov/site/dcla/cultural-funding/capital-funding-feasibility.page>

IMPORTANT NOTE: Participation in the Capital Pre-Scoping and Feasibility Planning pilot program neither guarantees nor precludes organizations from accessing City capital funding.

Fun Fact #5: Go with the flow



There are administrative processes that need to be followed. Please be responsive and as detailed as possible.

Equipment Systems and Vehicles

Equipment Systems

- To be capially eligible, equipment systems must be composed of a group of related elements. The elements are considered related if they are mutually dependent upon each other, and physically connected or connected through a wireless network.
- Each system must be at **least \$50,000*** (or \$250,000 if minimally attached)
- Each system must have a minimum useful life of 5 years
- Systems must be used onsite, i.e. the building for which you have shown site control
- OMB has final determination over capital eligibility

* Minimum funding ask must be \$60,000

Common Types of Systems

- Information Technology (IT)
- Audio Visual
- Sound
- Theatrical Lighting
- Seating
- Telephone
- Vehicles and Heavy Equipment
- Standalone systems
 - i.e. Pianos



Piano at Bloomingdale School of Music

The Introduction and Guidelines, part of the funding request document package, contains examples of eligible equipment.

Equipment List – Pre-review

Equipment Pre-Review

- Before submitting your equipment request through CapGrants, please reach out to capitalrequest@culture.nyc.gov; we will pre-review your equipment list to ensure you are requesting eligible items and systems
- The pre-review is for the request process only; please note that further scope development will occur should your organization receive funding for equipment

Pre-review of equipment projects does not guarantee funding

Equipment Timelines

In most cases, the City will procure the equipment for your organization. Average timelines are:

Equipment Systems or Standalone Equipment Projects

- 24-26 months from Scope Development to Project Close



Vehicle Projects

- 20-26 months from Scope Development to Project Close



Timeframes depend on the scale, budget and complexity of the project. The timelines shown represent optimal durations without delays, and is based on complete submissions and timely actions.

Submitting Your Request



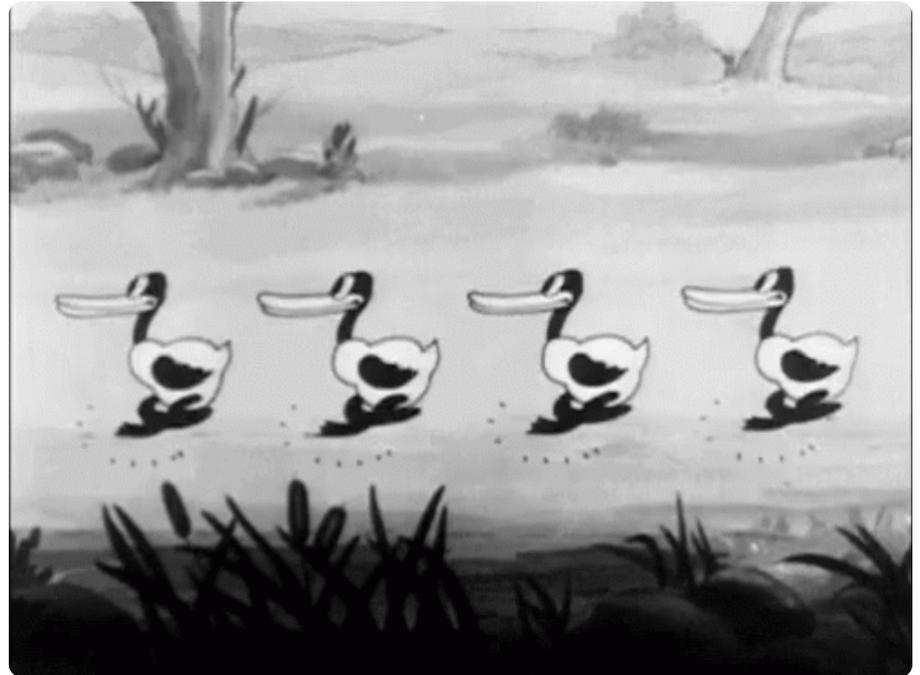
- Prepare Request
- Request User Name
- Download Request
- Upload Request

To start the funding request process, please go to:

<http://www1.nyc.gov/site/dcla/cultural-funding/capital-funding-request-page-1.page>

Preparation

- **Clearly define your capital project** and draft the preliminary scope insuring it conforms to the funding requirements outlined here
- **Gather cost estimates** and take into consideration City requirements and markups when putting together final numbers
- **Prepare a detailed five year organizational operating budget** (for FY18-22)
- **Prepare a pro forma project budget** of the capital project's impact on your organization
- **Talk to your elected officials** (Borough President, City Council, Mayor/DCLA) and present your project to them
- **Prioritize your projects** if you submit more than one request
- **Contact a DCLA Capital Project Manager** We can offer valuable feedback on eligibility and project scopes

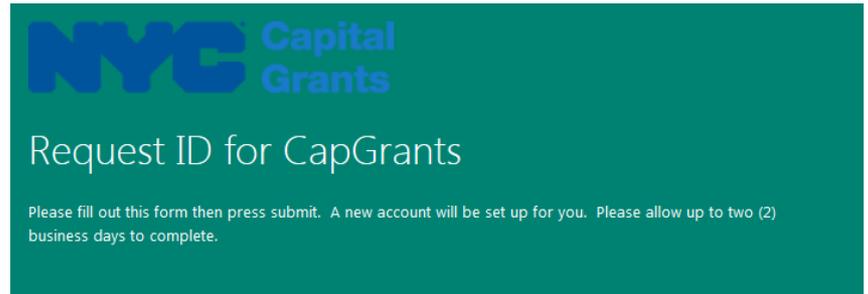


Register User ID

New for FY21, you will need to register for a user ID at:

https://forms.office.com/Pages/ResponsePage.aspx?id=7nn6aTrp30240fvxX0n4ILyzNUtfUbIDhb_swF24iZRUNDk2VENTTEIOVIdUTzMwROJCUEs2Q1k2Ri4u

Please allow up to two (2) business days for your account to be created. Once it is created, you will receive an email with instructions for creating a password.



1. First Name

2. Last Name

3. Email Address

Email address will be used as your user ID.

Submit

Download Request Forms

Login to CapGrants to download the Funding Request documents

FY 2021 CapGrants Portal

CapGrants Dashboard

Messages

Links

- [Guidelines](#)
- [Bullet Points to Guidelines](#)
- [Submission Instructions](#)
- [Update Instructions](#)
- ["How To" Videos](#)
- [Download Application Documents \(non-Cultural\)](#)
- [Download Application Documents \(Cultural\)](#)

Submission Deadlines

Requests to Borough Presidents:	February 28, 2020, 5:00 pm.
Requests to both Borough Presidents and City Council:	February 28, 2020, 5:00 pm.
Requests to both Borough Presidents and the Department of Cultural Affairs:	February 28, 2020, 5:00 pm.
Requests to City Council:	March 24, 2020, 5:00 pm.
Requests to the Department of Cultural Affairs:	March 24, 2020, 5:00 pm.

Please view the [how-to-video](#) and read the [Submission Instructions](#). Note that we have found many groups confuse user error for technical problems. User error can be avoided by reading all of the instructions. If, after watching the how-to-videos and reading all of the instructions, you have remaining questions as to completing the application process, please contact your elected official(s).



CULTURAL

Download Request Forms

- Click on the download button and save the zip file to a convenient location
- **All Request forms are fillable pdf documents:** To properly enter information, you need the most recent version of Adobe Reader ([free download here](#))
 - **Mac users:** Open the forms in Acrobat Reader itself or by a mouse right click and “open with Acrobat Reader” (A double click will open a preview document that does not allow you to enter or save information)
 - **Character count in text boxes is limited:** Be as clear and concise as possible in your answers
- The download package consists of:
 - Request Instructions
 - DCLA Introduction and Guidelines
 - Organization Section
 - Project Section Appendices (A, C, and D)
 - Reporting and Conflict of Interest Forms

Introduction & Guidelines

Please read the Introduction & Guidelines section before starting the request forms as it contains:

- Valuable information on capital eligibility
- A glossary of commonly used City administration terms for capital projects
- Templates for some required documents
- Sample legal documents (e.g. Restrictive Covenant, License Agreement, Personalty Agreement)

FY21 Introduction and Guidelines

TABLE OF CONTENTS

[Introduction to Funding Requests](#)

[Submission Checklist and Deadlines](#)

[Capital Funding Eligibility Guidelines](#)

[Preparing Your Capital Funding Request](#)

[Exhibit 1 Restrictive Covenant - Landlord Acknowledgement](#)

[Exhibit 2 Equipment - Landlord Acknowledgement](#)

[Exhibit 3 Sample Personalty Agreement for City-Owned Equipment](#)

[Exhibit 4 Sample Form of Declaration of Restrictive Covenant](#)

[Exhibit 4A Sample Form of Subordination Agreement](#)

[Exhibit 5 Equipment Catalog](#)

[Exhibit 6 Sample of Capital Equipment Annual Use Certification Form](#)

[Exhibit 7 Questions and Answers About the Doing Business Data Form](#)

[Exhibit 8 Glossary of Acronyms & Terms](#)

Organization Section



CAPITAL FUNDING REQUEST ORGANIZATION SECTION

FUNDING REQUESTED FOR CITY FY 2021
(FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021)

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

NAME OF ORGANIZATION

'DOING BUSINESS AS' NAME OF ORGANIZATION

	Amount Requested (Round to the Nearest \$1,000)
Borough President -	\$,000.00 ²
City Council -	\$,000.00 ²
Department of Cultural Affairs	\$,000.00 ²
Total Amount Requested in City FY 2021¹	\$ 0 ,000.00

¹ The Requested AMOUNT is ADDITIVE AND SHOULD NOT EXCEED THE TOTAL PROJECT(S) COST. For example: If you are requesting funds for a lobby renovation and a piano purchase, that together total \$600,000, then the itemized requests for each funding source, should total \$600,000. Individual projects will be addressed in the appendices.

² DCLA's policy requires a minimum request of \$60,000 per funding source.

Project List

Please provide a list of projects, in order of priority, including the project title and project cost. Each project listed should be accompanied by the relevant Project Section Appendix (A, C, or D). No more than two Equipment projects may be submitted. (500 Character Limit):

Project Name:

Project Cost:

Total: \$ 0

Only one Organization Section is required, even if you submit multiple projects

Organization Section:
Provides background information on your organization

Amount Requested:
Please list the total amount of funding you are requesting for **all** projects

Project List(s):
List your projects in order of priority

Organization Section Required Documents

DCLA requires submission of the following ATTACHMENTS:

Organizational Chart

A diagram of your organization's leadership and management structure, including the key positions in the organization and the **names** of personnel who currently hold those positions, paying particular attention to those roles that affect the capital project

Board of Directors

A current list of all board members and their professional affiliations

Five-Year Operating Budget and Plan

Current operating budget and plan with detailed hard numbers for Fiscal Years 18-22, in an Excel file format (or export thereof), with detailed financial information (actual and projected), not to be confused with the Pro Forma Project Budget

Strategic Plan and/or Business Plan

A narrative explaining how the capital project fits into your organization's long term strategy, and, if applicable, capital plan, highlighting goals and the strategies to achieve them, both in terms of programming and budgeting; key figures, such as increased attendance or programming, should be explained

Organization Section Legal Requirements

The Mayor's Office of Contract Services (MOCS) is the City's compliance and oversight agency for procurement and requires the following be submitted as Attachments:

Doing Business Data Form

Enables the City to collect accurate, up-to-date identification information about organizations that have business dealings with the City. Local Law 34 limits municipal campaign contributions from principal officers, owners, and senior managers of these organizations. The Doing Business Data Form must be completed, regardless of whether the people associated with it make or intend to make campaign contributions.

Certificate of No Conflict of Interest

The organization affirms, to the best of its knowledge, that no City Elected Official, nor any person associated with any City Elected Official, is an employee, Director or Trustee, Officer or consultant to/of, or has any financial interest, direct or indirect, in the organization, or has received or will receive any financial benefit, directly or indirectly, from the organization or from this funding.

City Council Lobbying Certification

If requesting City Council capital funds, this certification must be completed and signed by the Chief Executive Officer (or equivalent) of the Organization.

If you have any questions or concerns about these three forms, please visit MOCS website:

<https://www1.nyc.gov/site/mocs/index.page>

Only one Organization Section is required, even if you submit multiple projects

Project Appendices

If you are requesting capital funds for multiple construction/renovation projects and/or multiple equipment systems, you are required to prepare separate Appendices (Appendix A, C and/or D).

- We strongly suggest prioritizing your requests as funding will be extremely limited
- We strongly suggest you consider phasing larger projects so that you can begin a discrete scope even if you do not receive the full amount of your request
- Each project should be a separate Appendix, e.g. **two** equipment systems (piano and lighting system) should be **two** Appendix C documents

Submitting a funding request does not guarantee a capital allocation in whole or in part

Multiple projects do not increase chances in receiving funding

Project Appendices Supporting Documents

The following is a list of attachments that may or may not be required for each Project Appendix:

Appendix A – Construction or Renovation Project:

Scope of Work & Project Cost Estimate

Pro Forma Project Budget

Current Certificate of Occupancy

If applicable: Proof of site control throughout useful life

If applicable: Restrictive Covenant - Landlord Acknowledgement

Appendix C – Equipment Project

Equipment List

If applicable: Lease (Term must be at least 7 years from time of funding)

If applicable: Equipment/Standalone System – Landlord Acknowledgement

Appendix D – Vehicle Project

Vehicle List

Impact on Operating Budget Spreadsheet

Project Appendices Supporting Documents

Pro Forma Project Budget

Include a detailed financial spreadsheet that reflects:

- Changes to income and operating expenses during design and construction
- Changes to income and operating expenses once the project is complete and for a period after

Restrictive Covenant – Landlord Acknowledgement

If you do not have a current restrictive covenant on the rented space for which you are requesting funds:

- Your landlord will need to acknowledge, in writing, that they are aware you are requesting funds from the City that will require them to sign a Restrictive Covenant

Equipment/Standalone System – Landlord Acknowledgement

If you rent your space, your landlord will need to acknowledge in writing:

- That they are aware you are requesting funds from the City for equipment that will reside on their property
- That the equipment will remain the property of the City

Submitting the Request

Requests are submitted through the Office of Management and Budget's (OMB) CapGrants portal – link found through DCLA website

- Share the user name and password with anyone working on the request
- The CapGrants website allows for multiple users to work on the same submission
- You can save your work and return to the request at any time
- Requests submitted through any other portal will not be considered

Capital Funding Request

Fiscal Year 2021 Capital Funding Requests

Submission Deadlines:

Friday, February 28, 2019, 5pm

- All requests that include Borough President Funding

Tuesday, March 24, 2019, 5pm

- All requests that include only City Council or Mayoral funding

Please check with your Borough President or City Council member to determine whether they have supplemental applications or earlier deadlines.

In order to access the NYC CapGrants Portal and download the Capital Grants Request Package, all users (including returning users) will need to request a CapGrants account user ID.

For FY21, Cultural Capital Funding Request documents can be found on the CapGrants portal.

- To request a CapGrants account, click **here**.
 - Please allow up to two (2) business days for your account to be created.
- Once your CapGrants account is created, you will receive an email with instructions for **creating a password**.
- When you have a CapGrants account and password, **log in** and download the Capital Grants Application.
 - The request package can be found on the right side of the CapGrants Portal landing page, titled "Download Application Documents (Cultural)".

If you have any problems with the login process, please email capitalrequest@culture.nyc.gov.

For FY21, Cultural Capital Funding Request documents can be found on the CapGrants portal.

Organization Registration

Organization	Submission of Org Documents	Request Category	Created By	Add Users	Message(s)	Submissions for this Org
Register New Organization & Attach Org Documents						
Create New Capital Request						
Organization and Project Title	Submission ID	Request Category	Request Type	Submission Status	Message(s)	Created By

- Complete the new organization section before creating a new capital request
- All attachments must be uploaded before you can move to the next step

Please ensure all your documents are complete and correct before uploading your submission

Organization Registration



[Home](#)

Please Select an Application Category and click Next.

Cultural

All Other, Housing or Charter School

[Back \(Start Page\)](#)

[Next \(Org Section\)](#)

Please ensure all your documents are complete and correct before uploading your submission

Organization Registration

Upload documents.

Organization Name EIN/Taxpayer ID #

Application Category

Select the type of document from the list below:

*II_00 Organization Section File Upload

The following are files that have already been uploaded.

II_00 Organization Section

The following is a list of required files that need to be uploaded.

II_01 Organizational Chart
II_03 Board of Directors
II_04 Five-Year Operating Plan and Budget
II_05 Strategic Plan and/or Business Plan
III_02 DBAP Form
III_03 Certificate of No Conflict of Interest

The following is a list of files that may be required to be fully responsive to questions in the Capital Grant Application.

II_02 NYS License and Good Standing
II_07 Religious Corporation Description
II_08 Affiliates
III_04 City Council Lobbying Certification

- Each section has required documentation
- You will not be able to submit until all required attachments are uploaded
- Attachments should be uploaded in the original electronic file format; Word, Excel, etc. (do not submit scanned PDFs)

- Once all required and completed documents are attached to your submission, you may submit your request to the City's secure server
- You can SUBMIT the organization section and each capital project only once

Please ensure all your documents are complete and correct before uploading your submission

Organization Registration

Upload documents.

Organization Name

EIN/Taxpayer ID #

Application Category

Select the type of document from the list below:



File Upload

The following are files that have already been uploaded.

II_00 Organization Section

The following is a list of required files that need to be uploaded.

II_01 Organizational Chart
II_03 Board of Directors
II_04 Five-Year Operating Plan and Budget
II_05 Strategic Plan and-or Business Plan
III_02 DBAP Form
III_03 Certificate of No Conflict of Interest

The following is a list of files that may be required to be fully responsive to questions in the Capital Grant Application.

II_02 NYS License and Good Standing
II_07 Religious Corporation Description
II_08 Affiliates
III_04 City Council Lobbying Certification

Project Upload

Organization	Submission of Org Documents	Request Category	Created By	Add Users	Message(s)	Submissions for this Org
DCLA Test Organization	 Complete	Cultural	Darren Brannon (dbrannon@culture.nyc.gov)	Add Users		Submissions(s)

[Register New Organization & Attach Org Documents](#)

[Create New Capital Request](#)

Organization and Project Title	Submission ID	Request Category	Request Type	Submission Status	Message(s)	Created By
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Project Upload

1. Organization Name **DCLA Test Organization**

2. EIN/TaxPayer ID # **123456789**

3. Application Category **Cultural**

4. Please select one of the following Project types listed below:

Please Select a Project Type

5. Project Title (40 character limit)

6. Project Location(s) Brooklyn Bronx Manhattan Queens Staten Island

7. Project Description: In the space provided, briefly describe the project:

8. Enter the total amount of City funding requested for this project:

Project Upload

8. Enter the total amount of City funding requested for this project:

9. Funding Request Amounts:

Step 1: If requesting funding from a Borough President, please specify which Borough President(s) and funding amount(s).

Step 2: If requesting funding from the Department of Cultural Affairs, please select "Department of Cultural Affairs" and specify the funding amount.

Step 3: If requesting funding from the City Council, please select "Total Council Funding Request" and specify the total amount you are requesting from the Council.

Step 4: If requesting from the City Council, please specify the individual Council Member(s) and/or Delegation(s) you would like consider contributing towards the "Total Council Funding Request."

Please note only the Council Members and Delegations you select in Step 4 above will be able to view your Application.

To be submitted to

Amount*



Submitted To

Amount

Delete

Step 4: If requesting from the City Council, please

Please Select an Elected Official

- \$-Borough President - Bronx: Ruben Diaz, Jr.
- \$-Borough President - Brooklyn: Eric Adams
- \$-Borough President - Manhattan: Gale Brewer
- \$-Borough President - Queens: Melinda Katz
- \$-Borough President - Staten Island: James Oddo
- \$-Department of Cultural Affairs
- \$-Total Council Funding Request
- ___ Council Delegation - Bronx
- ___ Council Delegation - Brooklyn
- ___ Council Delegation - Citywide (Speaker)
- ___ Council Delegation - Manhattan
- ___ Council Delegation - Queens
- ___ Council Delegation - Staten Island
- ___ Council Member - Adams, Adrienne (DIST 28)
- ___ Council Member - Ampry-Samuel, Alicka (DIST 41)
- ___ Council Member - Ayala, Diana (DIST 8)
- ___ Council Member - Barron, Inez (DIST 42)
- ___ Council Member - Borelli, Joseph (DIST 51)
- ___ Council Member - Brannan, Justin (DIST 43)
- ___ Council Member - Cabrera, Fernando (DIST 14)
- ___ Council Member - Chin, Margaret (DIST 1)
- ___ Council Member - Cohen, Andrew (DIST 11)
- ___ Council Member - Constantinides, Costa (DIST 22)
- ___ Council Member - Cornegy, Robert (DIST 36)
- ___ Council Member - Cumbo, Laurie (DIST 35)
- ___ Council Member - Deutsch, Chaim (DIST 48)
- ___ Council Member - Diaz, Ruben (DIST 18)
- ___ Council Member - Dromm, Daniel (DIST 25)
- ___ Council Member - Espinal, Rafael (DIST 37)

8. Enter the total amount of City funding requested for this project:

9. Funding Request Amounts:

Step 1: If requesting funding from a Borough President, please specify which Borough President(s) and funding amount(s).

Step 2: If requesting funding from the Department of Cultural Affairs, please select "Department of Cultural Affairs" and specify the funding amount.

Step 3: If requesting funding from the City Council, please select "Total Council Funding Request" and specify the total amount you are requesting from the Council.

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Please note only the Council Members and Delegations you select in Step 4 above will be able to view your Application.

To be submitted to

Submitted To

- \$-Borough President - Manhattan: Gale Brewer
- \$-Department of Cultural Affairs
- \$-Total Council Funding Request
- __Council Member - Chin, Margaret (DIST 1)

Amount	Delete
\$1,000,000.00	Delete
\$1,000,000.00	Delete
\$1,000,000.00	Delete
	Delete

Capital Request Forms – Submit Request

Each successful project submission will receive a Submission ID

Submission Confirmation

Your submission with respect to your capital funding request has been received.

Your Submission ID = **123456789-G3135** for **Ambulance Purchase**.

Please make a note of the Submission ID as you will need it to reference your application. You will also get an email with the Submission ID.

For technical assistance only, email capitalrequests@omb.nyc.gov.

[Click here to return to the User Dashboard where you can fill out another Capital Grant Application](#)

[How-to videos are at: http://www.nyc.gov/html/capgrants/howto.html](http://www.nyc.gov/html/capgrants/howto.html)

Please ensure all your documents are complete and correct before uploading your submission.

Fun Fact #6: Don't wait until the last minute



We recommend allowing extra time to submit your request due to the high volume of submissions on the deadline dates.

Capital Request – Key Dates

Request Form

Live January 9, 2020

Available for upload (Forms available; CapGrants accepting submissions)

Borough President (BP)

February 28, 2020, 5pm*

Submission deadline for all requests that include BP Funding (i.e. BP funds **only** or BP and DCLA/CC)

If your request is to all three sources, the deadline is February 28, 2020.

City Council (CC) & DCLA

March 24, 2020, 5pm*

Submission deadline for CC and/or DCLA (Mayoral) funds

Please check with your Borough President or City Council member to determine whether they have supplemental applications or earlier deadlines.

***5pm deadline: There will be no technical support after this time.**

You will not have the opportunity to submit your request after the deadline.

We recommend allowing extra time to submit your request due to the expected high volume of submissions on the deadline dates

Useful Links

DCLA - for instructions on [requesting a user ID, downloading the Capital Funding Request Package](#), and additional information

OMB's CapGrants - for [submitting your FY21 Capital Funding Request](#)

Find your organization's Community Board / Block & Lot / Council Member:

- In **GOAT**, the Geographic Online Address Translator, by NYC Planning: <http://a030-goat.nyc.gov/goat/Default.aspx>
- In **ACRIS**, the Automated City Register Information System by NYC's Department of Finance: <https://acrisweb.csc.nycnet/cp/>

Borough President's offices: [Bronx](#) – [Brooklyn](#) – [Manhattan](#) – [Queens](#) – [Staten Island](#)

City Council: <http://council.nyc.gov/html/members/members.shtml>

The Speaker's office: SpeakerScheduling@council.nyc.gov

Useful Links

Local Law 32 –

<https://legistar.council.nyc.gov/LegislationDetail.aspx?ID=2240514&GUID=730CFA4E-3E44-4CF5-AA3E-7D2E0EEEC7B8>

Local Law 86 - <http://www1.nyc.gov/site/oec/green-building/green-building-basics.page>

DCAS ACE/ExCEL (currently closed, but will reopen March-ish): <https://www1.nyc.gov/site/dcas/agencies/competitive-funding-programs.page>

Con Edison Energy Efficiency Rebates: <https://www.coned.com/en/save-money/rebates-incentives-tax-credits/rebates-incentives-tax-credits-for-commercial-industrial-buildings-customers>

NYSERDA New Construction/Renovation Energy Rebates: <https://www.nyserda.ny.gov/All-Programs/Programs/New-Construction-Program>

We're here to help

Questions? Talk to us!

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www.nyc.gov/culture

Q & A

NYC Cultural
Affairs