

5/15/08

**URGENT MESSAGE TO ALL AGENCIES**  
**RECEIVING FUNDS FROM CITY COUNCIL**

(Thanks to [Human Services Council](#) for this information)

If you receive or hope to receive money from New York City Council read the following information immediately!

The Council has two new forms that need to be filled out, notarized, and we suggest hand-delivered in to the **New York City Council Finance Division** by 5pm on **May 23<sup>rd</sup>**. The first form is entitled "[Organization Qualification Form](#)." The second is entitled "[Addendum to Organization Qualification Form](#)."

These forms are for funding that will be decided as the budget is being negotiated. You will not find out if you have been selected to receive funds until the City's budget is adopted by the City Council later next month. The City Council will have the adopted budget on line for your review.

There are three types of city council funds that are awarded to not-for-profit organizations.

**1 - Speaker discretionary funds**

Applications for Speaker funds were due May 2, 2008. Those that applied for these funds already filled out the "Organization Qualification Form" and only need to send in the "Addendum to Organization Qualification Form."

**2 - Individual council member discretionary funds**

Those wishing to apply for discretionary funds from individual council members must fill out both the "Organization Qualification Form" and the "Addendum to Organization Qualification Form."

**3 - Council Initiative funds**

Anyone who hopes to receive funds for a council initiative such as Geriatric Mental Health, Healthy Aging, or Immigrant Opportunity Initiative should fill out both the "Organization Qualification Form" and the "Addendum to Organization Qualification Form." These forms must be completed even if you have received funding in prior years.

**Due Date:**

All documents must be sent to the City Council Finance Division NO LATER than **Friday, May 23<sup>rd</sup>**. We STRONGLY urge organizations - particularly those seeking funds from individual council members - to send in their applications as soon as possible.

**Organizations that do not meet the May 23<sup>rd</sup> deadline will not receive any Council funding.**

Where to send applications:

**All original notarized documents** should be given to:

Scott Crowley

New York City Council Finance Division

250 Broadway, 15<sup>th</sup> floor

New York, NY 10007

You should NOT give originals directly to the council members

You SHOULD give copies of all documents to the sponsoring council member.

Please find out from your council members if you should send forms to their City Hall Office at 250 Broadway or to their district office. We suggest that you either overnight your applications and get a confirmation of their delivery or hand deliver them.

Note to organizations seeking funds from individual council members:

Council members need to submit their lists of organizations that they wish to have funded to the City Council Finance Division by May 23<sup>rd</sup>. To be considered for funding by an individual council member your organization must complete these forms and provide *a copy* to the council member sponsoring your request. The council member can then consider including your organization in the list he/she provides to the City Council Finance Division by May 23<sup>rd</sup>. For this reason it is VERY important that you make every effort to get a copy of your forms to the council member you are seeking funding from as soon as possible.

Application Questions:

Organizations with multiple requests for funding only need to complete one application (one application per organization). Be sure to give a copy of the application to each council member you are applying to for funds.

If you are requesting funding for multiple purposes you will need to describe each purpose in the second question of section B on the "Organization Qualification Form." Include the name of the council member you are requesting funds from for each project. You may also want to request a specific funding amount for each of the proposed services list under B. If you are applying for funding for a specific Council initiative or multiple initiatives you should indicate which initiatives you are applying for (i.e., Geriatric Mental Health, Healthy Aging, etc.) and whether or not you are requesting new money or a restoration.

On the "Addendum to Organization Qualification Form" you will be asked to choose a service area. We understand that many of you are multiple service agencies and may even receive council funds for a number of services, but you must choose only one service area. We suggest you choose the area for which you select the areas that you expect to receive the greatest amount of City Council funding. The area you pick is not critically important; simply pick the one that best captures the work your organization performs with council funds.

Important Note:

Since this is a new and evolving process you may get conflicting information from individual council members on this process. If any information you hear or receive is inconsistent with the information we have provided in this email, please contact Allison Sesso at the Human Services Council ASAP and they will work with Council Finance to resolve any inconsistencies.

*Allison Sesso*

*Deputy Director*

*Human Services Council of NYC*

*130 East 59th St.*

*New York, NY 10022*

*212-836-1127*

[sessoa@humanservicescouncil.org](mailto:sessoa@humanservicescouncil.org)

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Nonprofit Coordinating Committee of New York