

## Application Instructions

- Please note that the Application File consists of the following Application Documents: an Organization Form; a Construction/Renovation Application, an Initial Outfitting Application; an Equipment System Application; a Vehicle Purchase Application; a Real Property Acquisition Application; a Department of Housing Preservation and Development Application; and assorted exhibits.
- Complete the Organization Form and only the relevant Application for each project for which you are seeking City Capital Funding.
  - For example, if you are requesting funding both to purchase real property and to initially outfit the new space, you would submit an Organization Form, a Real Property Acquisition Application and an Initial Outfitting Application. Further, if you are requesting funds to initially outfit two separate locations, you would submit two separate Initial Outfitting Applications.
  - All funding requests to multiple elected officials for the same project should be included in one Application. For example, if requesting funding from the Brooklyn Borough President and the Brooklyn Council Delegation for one equipment system, you would submit one Equipment System Application.
- Please SAVE the Application Documents on to your computer and fill them out electronically. DO NOT SCAN the Application Documents. Scanned Application Documents (other than attachments) will not be reviewed.
- Create separate files in electronic format for the completed Organization Form, each Application, and each individual attachment to be submitted.
- If you have specific questions about filling out the Application Documents, please contact your elected official.