CapGrants Instructions

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Introduction

For the New York City Fiscal Year 2024, the City developed a new Capital Grants Application portal site, the CapGrants Portal. All applications for Non-City Capital projects must be submitted through the CapGrants Portal. Before you begin the submission process, please review the Guidelines for Capital Funding Requests for Not-for-Profit Organizations and download and review the Application Materials carefully. The Application Materials for all projects (other than for Cultural Organizations) can be found at the following web address: https://www.nyc.gov/site/capitalgrants/index.page

The Application Materials for Cultural Organizations can be found on the Department of Cultural Affairs website here: https://www.nyc.gov/site/dcla/cultural-funding/capital-funding-request-page-1.page

Once you have completed the Application Materials, and gathered all necessary documentation, follow the below instructions to submit your Application for Capital Funding. All questions regarding the CapGrants application process or site should be directed to your Elected Official's office.

I.   Registering Your Account

The first time you access the CapGrants portal, you must register for a new account. Note: Users who registered during the FY24 or FY25 application process already have accounts and will not need to register again. Those users can sign in using their credentials from previous years. Click the "Register" tab, and enter the requested information, as shown below:

Once you complete the registration process, you will automatically receive a message to the email account you used to register with a link to verify your email address. Click the "Complete Registration" link or copy the web address into your browser to verify your email. Be sure to check your "Spam" or "Junk" folder for this email if you have trouble finding it.
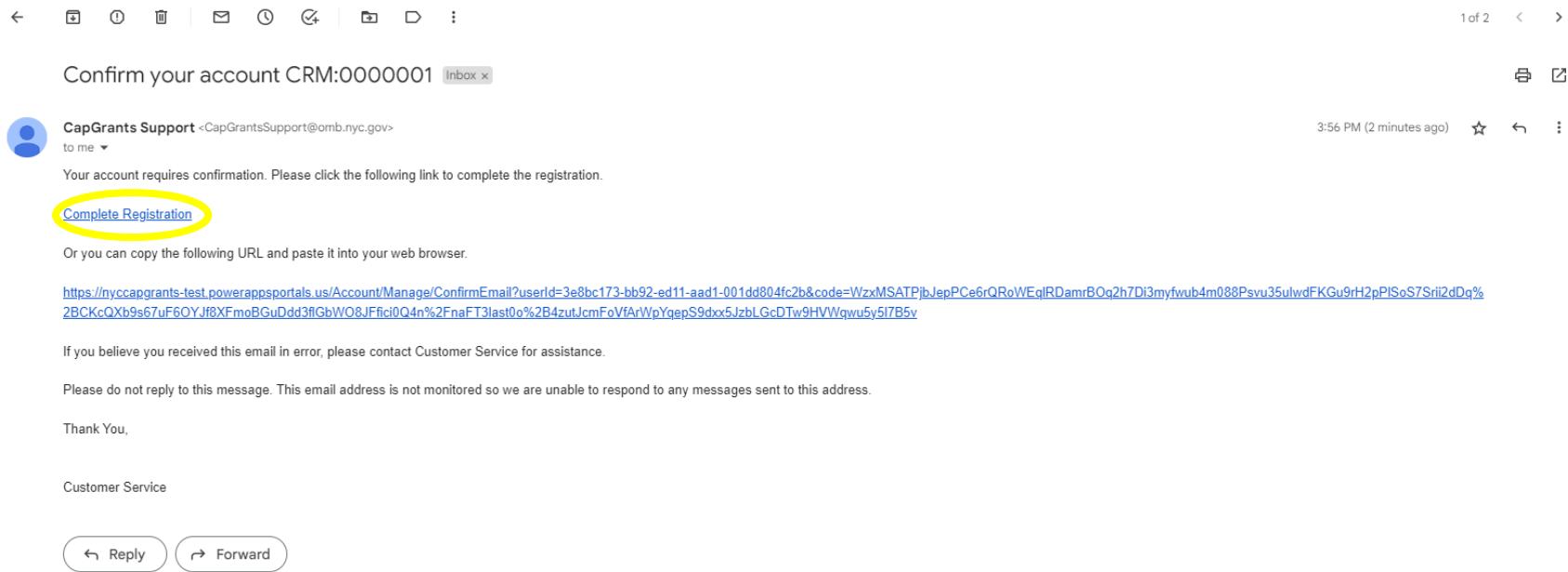
Confirm your account CRM:0000001 Inbox ×

CapGrants Support <CapGrantsSupport@omb.nyc.gov>   3:56 PM (2 minutes ago) ☆ ↩ ⋮
to me ▾

Your account requires confirmation. Please click the following link to complete the registration.

Complete Registration

Or you can copy the following URL and paste it into your web browser.

https://nyccapgrants-test.powerappsportals.us/Account/Manage/ConfirmEmail?userId=3e8bc173-bb92-ed11-aad1-001dd804fc2b&code=WzxMSATPjbJepPCe6rQRoWEqIRDamrBOq2h7Di3myfwub4m088Psvu35ulwdFKGu9rH2pPISoS7Srii2dDq%2BCKcQXb9s67uF6OYJf8XFmoBGuDdd3flGbWO8JFfici0Q4n%2FnaFT3last0o%2B4zutJcmFoVfArWpYqepS9dxx5JzbLGcDTw9HVWqwu5y5I7B5v

If you believe you received this email in error, please contact Customer Service for assistance.

Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.

Thank You,

Customer Service

(↩ Reply) (↪ Forward)

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Please note: You cannot submit your Capital funding application until your email account is verified. If you have **not** verified your email, your page will look like the screenshot below, and you will not see the "Organizations" or "Projects" tabs at the top of the page. If you see the below screen, please check your email for the message with the verification link.

After verifying your email address, we recommend that you sign out and close your browser before signing back into the CapGrants portal.

II.   Creating an Organization and Submitting Organization Documents

Once you verify your email, the Home Page will look like this:

NYC Capital Grants   Home   Organizations   Projects   🔍   CapGrants Test2 ▾

Notices

We highly advise that you complete and submit your application(s) well before the submission deadline. The City is not responsible for any failure to meet the deadlines listed below.

Description

Guidelines

Bullet Points to guidelines

Submission Instructions

Update Instructions

"How to" videos

Submission Deadlines

Request to Borough Presidents	2/23/2023 5:00 PM
Request to both Borough Presidents and City Council	2/23/2023 5:00 PM
Requests to both Borough Presidents and the Department of Cultural Affairs	2/23/2023 5:00 PM
Requests to City Council	3/23/2023 5:00 PM
Requests to the Department of Cultural Affairs	3/23/2023 5:00 PM

Step 1: Click on the Organizations tab at the top of this page to register your Organization and submit Organization materials. If your Organization was registered by another user, you can request access In the Organizations tab.

Step 2: Click on the Projects tab to submit an application for a specific Capital Project. Note: Your Organization must be registered before you can submit a Project application.

Links to detailed submission instructions and "how to" videos can be found on the right-hand side of this page. If you have questions or experience technical difficulties, please contact your elected official(s).

Click the "Organizations" tab to begin registering your Organization or to request access to an existing Organization. Please note, each Organization can only be registered once. If another representative from your Organization has already begun the process, you will need to request access to the existing Organization (see Section IV below for instructions on how to request access).

Click on the "Register New Organization" button to begin registration.
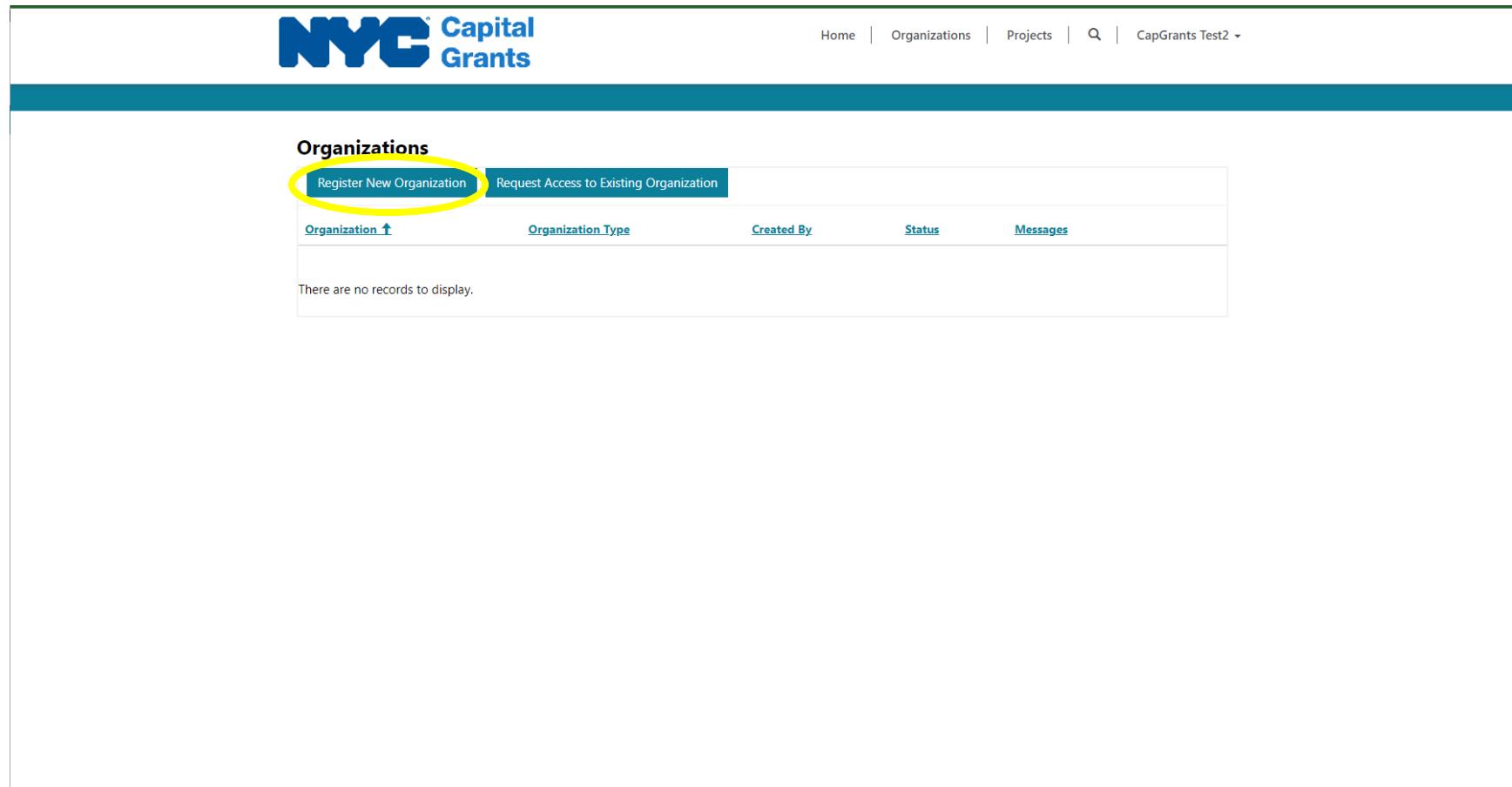
NYC Capital Grants

Home | Organizations | Projects | 🔍 | CapGrants Test2 ▾

Organizations

[Register New Organization] [Request Access to Existing Organization]

Organization ↑	Organization Type	Created By	Status	Messages

There are no records to display.

Enter the requested information about your Organization. Please note, each Organization must have a unique 9-digit EIN. You will not be able to register an Organization with an EIN that has already been used. Please contact your elected official if you have difficulty registering your Organization with the correct EIN.

You may register as either a Cultural or Non-Cultural Organization. Please note, Cultural Organizations must meet specific requirements, as detailed on the Department of Cultural Affairs website: https://www.nyc.gov/site/dcla/cultural-funding/capital-funding-request-page-1.page

Organizations that do not qualify for Cultural funding must apply as Non-Cultural Organizations. If you are unsure whether to register as a Cultural or Non-Cultural Organization, please contact your elected official.

Once complete, click "Next."

On the following page, please enter the requested contact information for your Organization.

50%

Save

Organization Details

Name *	Instructions Org	Address 1	
EIN *	888888888	Address 2	
Organization Type *	Non-Cultural (All Other, Housing, Charter	City	
Doing Business As (DBA)		State	
Business Phone	Provide a telephone number	Postal Code	

Capital Contact

Name	
Email	
Phone	Provide a telephone number

Principal/CEO/CFO

Name	
Email	
Phone	Provide a telephone number

Save

Once complete, click "Save" at either the top or bottom of the page.

On the next page, upload your Organization Documents. Please note, some documents are required for all Organizations (Required Documents) and other are only required if relevant to your Organization (Supplemental Documents). Carefully follow the instructions in the Organization Form to determine which documents you must provide.

Required Documents

File Name	Status	
O_00 Organization Form	Pending	Choose File
O_02 Articles and Certificate of Incorporation	Pending	Choose File
O_04 IRS Tax-Exempt Status	Pending	Choose File
O_08 Lobbying Certification Form	Pending	Choose File
O_09 Conflict of Interest Disclosure and Compliance Certification	Pending	Choose File
O_10 Doing Business Data Form	Pending	Choose File
O_15 Brochures	Pending	Choose File
O_23 Audited Financial Statements - Year 1 of 3	Pending	Choose File
O_24 Audited Financial Statements - Year 2 of 3	Pending	Choose File
O_25 Audited Financial Statements - Year 3 of 3	Pending	Choose File
O_26 Form 990	Pending	Choose File

Supplemental Documents

File Name	Status	
O_01 Organization Background	-	Choose F
O_03 NYS License and Good Standing	-	Choose F
O_05 Tax-Exempt Revocation	-	Choose F
O_06 NYS Charities Registration Exemption	-	Choose F
O_07 Form CHAR500	-	Choose F
O_11 Private School Description	-	Choose F
O_12 City Operating Contracts Table	-	Choose F
O_13 Affiliates and Related Organizations	-	Choose F
O_14 Religious Corporation Description	-	Choose F

After uploading all the Organization Documents, click the "Submit Organization" button either at the top or bottom of the page.
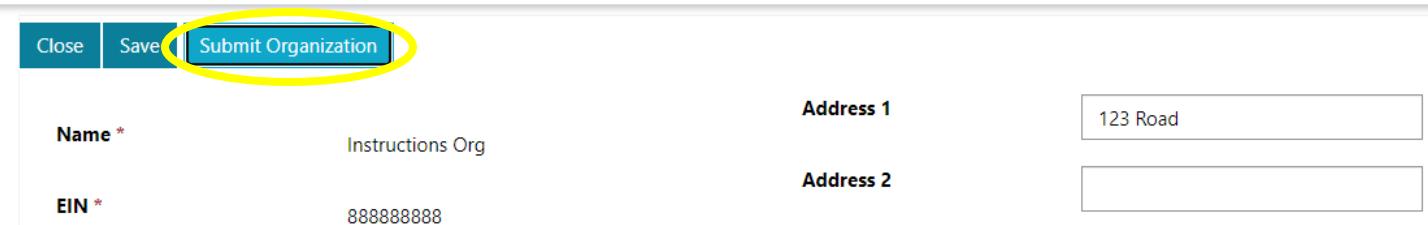

Note: You may "Save" and return to your project before it is submitted.

Upon submitting your organization, you will receive an automated email confirming your submission:
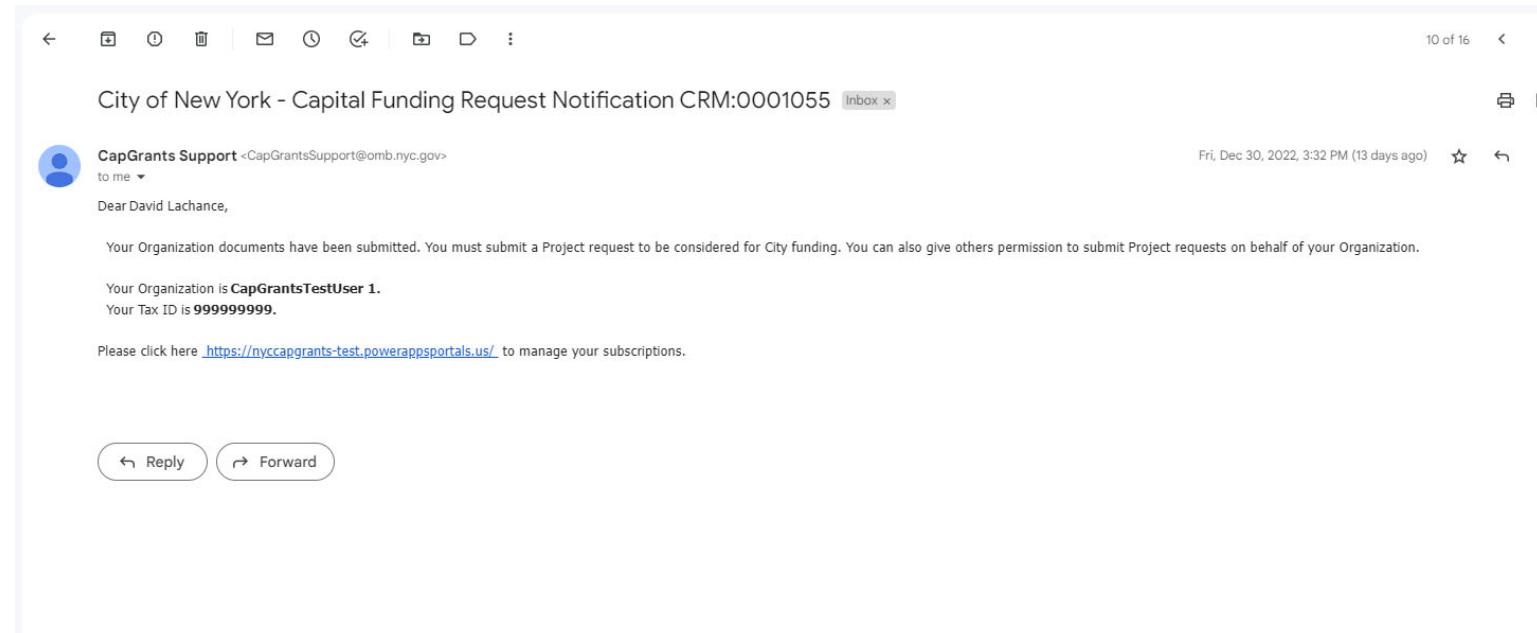
Please note: At this point, you have only completed half of the process. YOU MUST SUBMIT A PROJECT APPLICATION TO BE CONSIDERED FOR CITY FUNDING.

You can revisit your Organization by clicking on the "Organizations" tab:

Please note: Once you submit your Organization, you cannot make any changes or upload new or updated documents unless changes are requested by an Elected Official. Please refer to Section V – Requests for Additional Information.

III. **Submitting a Project Application**

Once you have registered an Organization, you can submit a project application by clicking on the "Projects" tab at the top of the Home Page.

Notices

We highly advise that you complete and submit your application(s) well before the submission deadline. The City is not responsible for any failure to meet the deadlines listed below.

Submission Deadlines

Request to Borough Presidents	2/23/2023 5:00 PM
Request to both Borough Presidents and City Council	2/23/2023 5:00 PM
Requests to both Borough Presidents and the Department of Cultural Affairs	2/23/2023 5:00 PM
Requests to City Council	3/23/2023 5:00 PM
Requests to the Department of Cultural Affairs	3/23/2023 5:00 PM

Description
Guidelines
Bullet Points to guidelines
Submission Instructions
Update Instructions
"How to" videos

Step 1: Click on the Organizations tab at the top of this page to register your Organization and submit Organization materials. If your Organization was registered by another user, you can request access in the Organizations tab.

Step 2: Click on the Projects tab to submit an application for a specific Capital Project. Note: Your Organization must be registered before you can submit a Project application.

Links to detailed submission instructions and "how to" videos can be found on the right-hand side of this page. If you have questions or experience technical difficulties, please contact your elected official(s).

Click on "Create New Capital Request."
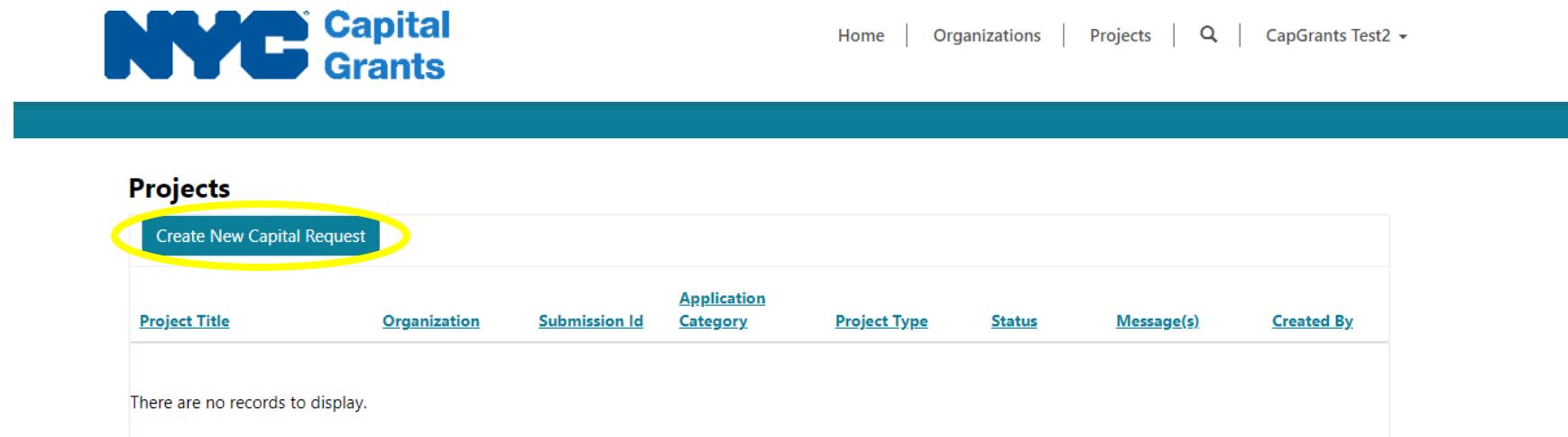
NYC Capital Grants

Home | Organizations | Projects | 🔍 | CapGrants Test2 ▾

Projects

Create New Capital Request

Project Title	Organization	Submission Id	Application Category	Project Type	Status	Message(s)	Created By

There are no records to display.

Select your Organization from the dropdown list and click "Next." For most users, you will only see one Organization in this dropdown.

NYC Capital Grants

Home | Organizations | Projects | 🔍 | CapGrants Test2 ▾

0%

Organization *

Instructions Org ▾

QBGVyyf

Generate a new image
Play the audio code

Enter the code from the image

Next

For **Non-Cultural Projects**, select the Application Category (All Other, Charter School, or Housing) and Project Type (Construction/Renovation, Standalone Equipment of Equipment Systems, Initial Outfitting Equipment, Real Property Acquisition, or Vehicle Purchase) and click "Next."

For **Cultural Projects**, select a project type (Construction/Renovation, Standalone Equipment of Equipment Systems, Vehicle Purchase, or Repurpose) from the dropdown menu and click "Next." You do not need to select an "Application Category" for Cultural Projects.

50%

Application Category

Organization *   CapGrantsTestUser Cultural

Project Type *   [⌄]

Next

Enter all the requested information about your Project.

NYC Capital Grants

Home | Organizations | Projects | 🔍 | CapGrants Test2 ▾

Close | Save | Submit Project

Organization *   Instructions Org   **EIN** *   888888888

Application Category *   All Other   **Project Type** *   Moveable Property for Initial Outfitting

Project Title *   [   ]   **Status**   Draft

Total Project cost   [   ]

Total City Funding Request Amount   [   ]   Minimum Funding Amount: 50,000.00

Project Location(s)

Add New Project Location

Street Address	Street Address 2	City	State	Zip Code	Borough	Council District	Block	Lot	Unit	Ownership

Please add a project location

Project Description

Identify the Elected Officials from whom you would like to request funding and the amount(s) you would like to request from each Official.
PLEASE NOTE: The total amount you request from Elected Officials must match the "Total City Funding Request Amount" you enter at the top of the page.

Funding Request Amounts

Elected Official

Amount

Add Funding Request

Council Member

Please select a council Member(s) or delegation(s) that you would like to see your request.
Multiple members may be selected.

Add Council Member

Funding Requests Amounts

Elected Official ↑	Amount
There are no records to display.	

Requesting Funds from City Council:

PLEASE NOTE: You cannot request a specific amount of funding from an individual Councilmember or Delegation. As shown below, first enter the total funding request amount for City Council in general.

Then add the Councilmembers and Delegations whom you want to see your application.

Upload your Project Application Documents.

Please note: Some documents are required for all Projects (Required Documents) and other are only required if relevant to your Project (Supplemental Documents). Carefully follow the instructions in the Project Application Form to determine which documents you must provide.

Required Documents

File Name	Status	
B_00 Initial Outfitting Application	Pending	Choose File
B_09 Moveable Property List	Pending	Choose File
B_10 Cost Breakdown Basis	Pending	Choose File

Supplemental Documents

File Name	Status	
B_01 Lease - Private Property	-	Choose File
B_02 Lease - City-owned Property	-	Choose File
B_03 Status of Pledged Non-City Funds	-	Choose File
B_04 Funding Gap	-	Choose File
B_05 Existing Liens Table	-	Choose File
B_06 Lienholder Letter(s)	-	Choose File
B_07 Completed Construction - Scope of Work and Cost Breakdown	-	Choose File
B_08 Uncompleted Construction - Funding Availability, Scope of Work and Cost Breakdown	-	Choose File
B_11 Attached Moveable Property - Photo - Diagram	-	Choose File

After uploading all the Project Application Documents, click the "Submit Project" button either at the top or bottom of the page.

Note: You may "Save" and return to your project before it is Submitted.

You will receive an automated email once your project is submitted.

You can revisit your Project by clicking on the "Projects" tab:

Please note: Once you submit your Project, you cannot make any changes or upload new or updated documents unless changes are requested by an Elected Official. Please refer to Section V – Requests for Additional Information.

## IV.   Managing Access to your Organization and Projects

If another user has already registered your Organization, you can request access by clicking the "Request Access to Organization" button.

Enter the Organization's EIN and click "Send Request."

An email will be sent automatically to the Organization Administrator, requesting access to the Organization.
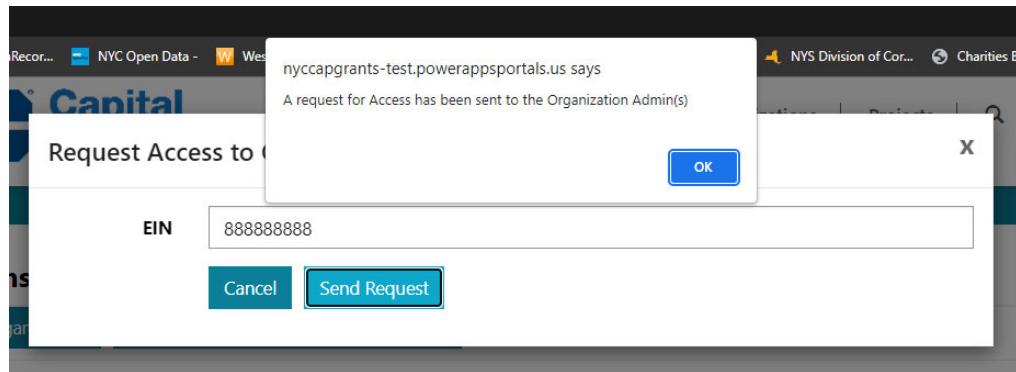
The process for approving accesss requests and assigning roles, as well as the descriptions of those roles, is described below.

The Organization Administrator can manage access to the Organization by clicking the "Manage Access" button on the Organization Tab.

Click on the link under "Access Role" to set a role for a particular user. For a user who just requested access, this field will show "Access Request."

Access Roles for Instructions Org

Access Role	User	Email
Organization Admin	CapGrants Test2	capgrantstest2@gmail.com
Access Request	David Lachance	capgrantstest@gmail.com

Close

Choose from the following roles:
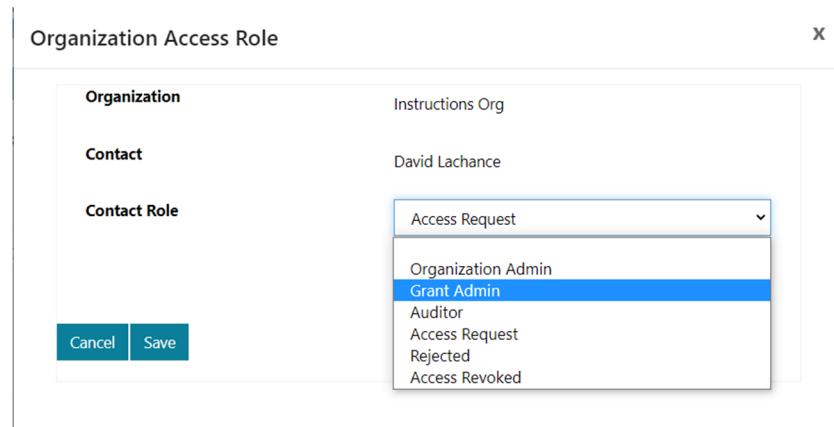
Organization Access Role   X

Organization	Instructions Org
Contact	David Lachance
Contact Role	Access Request

Organization Admin
Grant Admin
Auditor
Access Request
Rejected
Access Revoked

Cancel   Save

Please note: An "Organization Admin" can make all changes related to the Organization and Projects submitted for that Organization, including managing access. A "Grant Admin" can only make changes to the Project applications. An "Auditor" can review Organization and Project materials but cannot make any changes. If a user is set to "Access Request," "Rejected," or "Access Revoked," they cannot see or change any Organization or Project records.

If your request for access is granted, you will receive an automated email.

City of New York - Your access request for CapGrantsTestUser 1 has been granted CRM:0001118 ⊃

CapGrants Support <CapGrantsSupport@omb.nyc.gov>
to me ▾

Dear David Lachance,

Your access request for CapGrantsTestUser 1 has been granted.

Please click here https://nyccapgrants.powerappsportals.us/organizations/ to review your current organization access.

↩ Reply   ↪ Forward

You will now able to see the Organization and related Projects in the CapGrants portal.

V. Requests for Additional Information

You will receive an automated email if the Elected Official(s) request additional information about your Organization or Project application. You can see the information requests by logging into the CapGrants Portal or clicking the link in the email as shown below:

Review the Organization and Projects tab for new information requests. If additional information is requested about your Organization, you will see a blue hyperlink under the "Messages" column. The column will be empty if no requests have been submitted.

Organizations

Register New Organization	Request Access to Existing Organization

Organization ↑	Organization Type	Created By	Status	Messages			
Instructions Org	Non-Cultural (All Other, Housing, Charter School)	CapGrants Test2	Review	Message(s)		Projects	Manage Access

You can see the details of the information request by clicking the "Messages" hyperlink:

Projects for Instructions Org

Document	Messages	Submit by ↑
O_00 Organization Form	1/13/2023 NEED MORE INFORMATION Please upload a new O.00 Organization Form.	1/20/2023 8:00 AM

Close

Click on your Organization Name to see your Organization Page and make requested changes.

Organizations

| Register New Organization | Request Access to Existing Organization |

Organization ↑	Organization Type	Created By	Status	Messages			
Instructions Org	Non-Cultural (All Other, Housing, Charter School)	CapGrants Test2	Review	Message(s)	Projects	Manage Access

You will see a red box around items that require your attention.

Capital Contact

Name   Colin Farrell

Email   Colin@colinferrell.com

Phone   212-788-6737

Principal/CEO/CFO

Name   Colin Farrell

Email   Colin@colinferrell.com

Phone   212-788-6737

Required Documents

File Name	Status	
O_00 Organization Form	Requires Attention	Choose File
O_02 Articles and Certificate of Incorporation	Uploaded	Open
O_04 IRS Tax-Exempt Status	Uploaded	Open
O_08 Lobbying Certification Form	Uploaded	Open
O_09 Conflict of Interest	Uploaded	Open

Supplemental Documents

File Name	Status
O_01 Organization Background	-
O_03 NYS License and Good Standing	-
O_05 Tax-Exempt Revocation	-

Make the requested change(s) by uploading a new document, adding additional information, or changing your response to a particular section, as described in the Messages. Once complete, click the "Submit Organization" button.
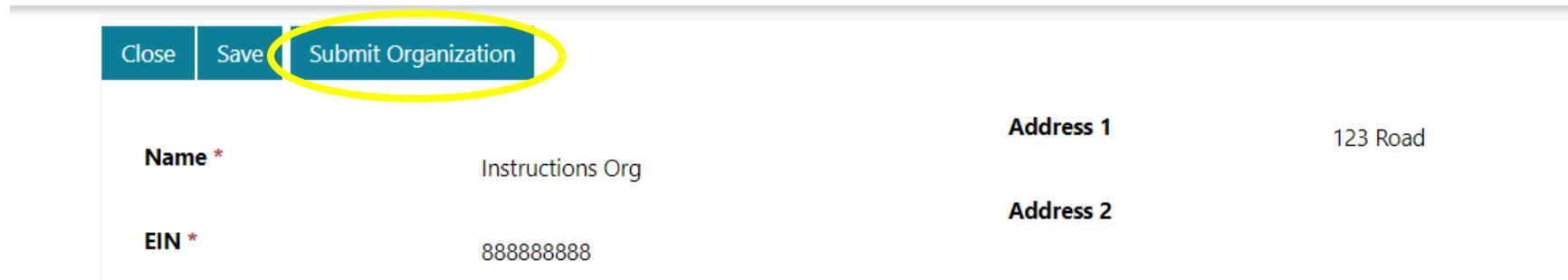
Close	Save	Submit Organization			
Name *		Instructions Org		**Address 1**	123 Road
EIN *		888888888		**Address 2**	

If additional information is requested about your Project, you will see a blue hyperlink under the "Messages" column. The column will be empty if no requests have been submitted.

Projects

Create New Capital Request							
Project Title	**Organization**	**Submission Id**	**Application Category**	**Project Type**	**Status**	**Message(s)**	**Created By**
Instructions Project	Instructions Org	888888888 P-1030	All Other	Moveable Property for Initial Outfitting	Re-Opened	Message(s)	CapGrants Test2

You can see the details of the information request by clicking the "Messages" hyperlink:

Request Type	Field	Document	Messages	Submit by ↑
Funding			Please add the Manhattan Delegation to your funding request.	1/20/2023 8:00 AM
Document		B_14 Design, Installation and Other Soft Costs	Please provide document B.14 Design, Installation and other Soft Costs.	1/20/2023 8:00 AM

Close

Click on the name of your Project to see your Project Page and make requested changes.

Projects

Create New Capital Request

Project Title	Organization	Submission Id	Application Category	Project Type	Status	Message(s)	Created By
Instructions Project	Instructions Org	888888888 P-1030	All Other	Moveable Property for Initial Outfitting	Re-Opened	Message(s)	CapGrants Test2

You will see a red box around items that require your attention.

Funding Request Amounts

Elected Official

[▾]

Amount

[   ]

[Add Funding Request]

Council Member

Please select a council Member(s) or delegation(s) that you would like to see your request.
Multiple members may be selected.

[▾]

[Add Council Member]

Funding Requests Amounts

Elected Official ↑	Amount	
$-Total Council Funding Request	$50,000.00	🗑
__Council Delegation - Citywide (Speaker)		🗑
__Council Member - Abreu , Shaun (DIST 7)		🗑

Required Documents

File Name	Status	
B_00 Initial Outfitting Application	Uploaded	Open
B_09 Moveable Property List	Uploaded	Open
B_10 Cost Breakdown Basis	Uploaded	Open
B_14 Design, Installation and Other Soft Costs	Requires Attention	[Choose File]

Supplemental Documents

File Name	Status
B_01 Lease - Private Property	-
B_02 Lease - City-owned Property	-
B_03 Status of Pledged Non-City Funds	-
B_04 Funding Gap	-
B_05 Existing Liens Table	-
B_06 Lienholder Letter(s)	-

Make the requested change/s by uploading a new document, adding additional information, or changing your response to a particular section, as described in the Messages. Once complete, press the "Submit Project" button.

Close	Save	Submit Project		
Organization *	Instructions Org		**EIN** *	888888888
Application Category *	All Other		**Project Type** *	Moveable Property for Initial Outfitting

PLEASE NOTE: You should periodically log in to the CapGrants Portal to check for additional information requests. The system should send automated emails when requests are submitted, but there is always a chance that an error prevents the email from being sent or they may go to your junk folder.