



FY26 CAPITAL FUNDING REQUEST INSTRUCTIONS

The FY26 Cultural Capital Funding Request Package consists of the following forms and documents. **If you have an active City-managed capital project with a funding shortfall or plan to repurpose existing capital funding, please contact your capital project manager to request a special appendix.**

- What's New for FY26
- Instructions
- FY26 Funding Request Guidelines
- Organization Section
- Project Section
 - Appendix CR: Construction or Renovation
 - Appendix EQ: Equipment (Standalone or System)
 - Appendix V: Vehicle(s)
 - Special Appendices criteria and instructions
- Doing Business Data Form
- Conflict of Interest Disclosure and Compliance Certification
- Lobbying Certification (City Council funding only)
- Restrictive Covenant Acknowledgment
- Equipment – Landlord Acknowledgment
- Operating Budget Template

1. Read these Instructions as well as the FY26 Introduction and Guidelines thoroughly before proceeding.
2. Complete one Organization Section form per organization, electronically, and save it to your computer.
3. Complete one relevant Appendix form per project, electronically, and save it to your computer. If you are completing more than one Appendix, save each relevant Appendix to your computer as a unique file.

Example 1: XYZ Theater wants to request funding to renovate its main theater and to purchase a computer system. XYZ Theater completes one Organization Section form, one Appendix CR, and one Appendix EQ.

Example 2: ABC Museum wants to request funding to upgrade its bathrooms and replace its HVAC system. ABC Museum completes one Organization Section form, one Appendix CR for the bathroom upgrade, and one Appendix CR for the HVAC system upgrade.

Note: Funding requests for the same project submitted to multiple elected officials should be submitted as one relevant Appendix.

4. Complete one Doing Business Data Form, one Conflict of Interest Disclosure and Compliance Certification form and, if you're requesting City Council funding, one Lobbying Certification form as required by the Mayor's Office of Contract Services (MOCS).
5. Submit your organization's FY26 Capital Funding Request(s) by uploading all documents to the CapGrants website: one Organization Section form, one relevant Appendix form per project, other required documents, and any Supplemental Attachments.

ONLY ELECTRONIC DOCUMENTS SUBMITTED THROUGH CAPGRANTS WILL BE REVIEWED.

DO NOT SCAN, MAIL, E-MAIL, OR DELIVER HARD COPIES of the Capital Funding Request forms—doing so will render your request incomplete. Supplemental Attachments should be provided in the original file format.

Do you have specific questions about completing the Capital Funding Request documents?

Email capitalrequest@culture.nyc.gov.