

Congratulations on your award!

Your organization has been designated to receive funds under one of the following Fiscal 2026 City Council Initiatives:

- **Cultural After-School Adventures Program (CASA)**
- **Cultural Immigrant Initiative**
- **Coalition of Theaters of Color (CTC)**
- **Violence Prevention and Intervention for Youth and Young Adults**
(formerly known as Anti-Gun Violence – Art a Catalyst for Change)
- **SU-CASA Arts Programs for Seniors**

Initiative allocations are designated by City Council members and administered by DCLA. Your organization’s award letter identifies the Initiative, the Council member who designated the funds (where applicable), and the amount of each designation. **Each Initiative has separate timing and guidelines; please refer to your Initiative–specific award letter and notification email for this information.**

Along with the award letter, your organization is receiving a Grant Agreement for the Initiative-designated funds. Separate Grant Agreements are issued for each type of City Council Initiative. Organizations allocated multiple designations for a particular Initiative will receive a single Grant Agreement combining those designations. Note that fiscal constraints facing the City may require adjustments to the final allocation during the course of the year.

To receive your initial payment, you must submit the documents and information required for your award amount and Initiative type.

Follow the instructions carefully. Full compliance is mandatory. Log into your account in our portal (<https://dclagms.nyc.gov/grants>) to view your award letter and to complete and submit all your documents. Email your DCLA contact with any questions after reading the instructions below.

Though the following guidelines and funding requirements are similar to those for the Cultural Development Fund (CDF), this document includes information specific to the Initiatives listed above. A full checklist of requirements is included at the end of this document.

For questions or requests regarding accessibility or accommodations please contact our Disability Service Facilitator at disabilityfacilitator@culture.nyc.gov.

LOGIN: <https://dclagms.nyc.gov/grants>



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INITIATIVE PROGRAM GUIDELINES

To be eligible for FY26 Council Initiative funds, organizations must have first submitted an eligible application to the FY26 Cultural Development Fund (CDF) or be a member of the Cultural Institutions Group (CIG).

All Initiative projects must represent a cultural activity of recognized quality that is accessible to the public. Funded programs can be as different as the organizations providing them, but they will all have a common commitment to public service and public participation. In addition to the Initiative-specific guidelines below, recipients may refer to DCLA's [CDF Guidelines](#) for more detail about the types of services for which DCLA will administer funds. Please note that failure to complete the program as listed in the project synopsis and in accordance with the below program qualifications and guidelines, as well as failure to comply with reporting requirements in a timely manner, may result in forfeiture of any final payment, remittance of any initial payment already received and being deemed ineligible for future funding.

Organizations should inform their DCLA contact directly of any changes to a designated program partner (school or senior center) and/or any other issues with the proposed project as soon as possible. It should not be assumed that changes discussed with a Council Member's office will be communicated to DCLA.

Program Qualifications

- For CDF grantees, Initiative programs may not overlap with any CDF-funded project, unless it is serving a different audience than the CDF-funded project, taking place on a different day/time than the CDF-project or is a clear and defined expansion of the CDF project.
- Each funded project must include a demonstrable arts and cultural activity of recognized quality that is accessible to the public during the grant period (July 1, 2025–June 30, 2026).
- The project synopsis must be clearly stated and contain measurable goals that can be evaluated during and at the end of the grant period.
- Projects must be within the organization's artistic/cultural, administrative and fiscal capabilities.
- While funded projects may include some aspects of operating costs; do not ask for projects that are essentially general operating support or internal capacity building.

Initiative-Specific Guidelines

Initiative designations are made by the members of the City Council, who may have individual requirements or expectations. General Initiative descriptions are provided by the Council and noted below.

CASA

The Council describes the purpose of these funds as to support arts enrichment offered to public school students through after-school programs. These designations are single-year discretionary awards made by Council members and administered by DCLA. The Council also designates the

public school in which the programs are to take place. Please note, the CASA Guidelines were updated in FY26; all guidelines updates are reviewable [here](#).

Cultural Immigrant Initiative

The Council describes the purpose of these funds as to support programming focused on the cultural history or traditions of an immigrant community in New York City, and to increase access to unique cultural offerings that focus on immigrant heritages. These designations are single-year discretionary awards made by Council members and administered by DCLA. Funded activity should occur within the council district of the City Council member who designated the funds.

Coalition of Theaters of Color (CTC)

The Council describes the purpose of these funds as to support theaters, cultural organizations, and their audiences, primarily in communities of color. These designations are single-year discretionary awards made by the Council and administered by DCLA.

Violence Prevention Initiative (formerly known as Anti-Gun Violence, Art a Catalyst for Change)

The Council describes the purpose of these funds as to support the use of art as a means to engage, organize and mobilize communities against gun violence in select neighborhoods and designated precinct areas. These designations are single-year discretionary awards made by the Council and administered by DCLA. The Council also designates the public school in which the programs are to take place. Please note, the Violence Prevention Guidelines were updated in FY26; all guidelines updates are reviewable [here](#).

SU-CASA

The Council describes the purpose of these funds as to support arts engagement programming offered to older adults at senior centers supported by the NYC Department for the Aging (DFTA). These designations are single year discretionary awards made by an application process reviewed by Council members and administered by DCLA. [SU-CASA guidelines](#) were issued earlier this year with the release of the SU-CASA application.

Funded Services Cannot Include

- Activities taking place outside New York City's five boroughs
- Activities taking place outside the City's Fiscal 2026 (July 1, 2025–June 30, 2026)
- Fundraising events and receptions
- Internal capacity building
- Activities with no public access component
- Non-arts and cultural activity (including but not limited to physical fitness, social services, nutrition/diet, yoga, wellness, homework help, and college prep)
- Capital expenses, including the purchase of equipment (examples: computers, tablets, digital cameras, and most musical instruments; refer to the project synopsis form instructions for further detail)
- Religious activities or programs with religious content

WHAT TO KNOW BEFORE YOU SUBMIT

Submission Portal

Your documents must be submitted online. Hard copies are not accepted.

Review the Grant Materials Checklist to prepare your documents. Log into your account in our portal. Navigate to the current fiscal year and the appropriate City Council Initiative on your dashboard and upload all your required documents by clicking on the “Start Initiative Form” button on the applicable FY26 City Council Initiative grant tile.

Your Award Amount & Designations

Click the “View/Download” button for the relevant Initiative and the current fiscal year to access your award letter. The designation information will be pre-populated within the Initiative form. Note the total award amount stipulated in the letter and within your Grant Agreement (see below); keep these documents accessible throughout the grant period in your paper or electronic files.

Your **total award amount** determines the documents you’re required to submit. See [Appendix B: Checklist and Quick Links](#) for a list of the required documents determined by your award amount.

Signature Requirements

DCLA will accept e-signature for ALL documents that require a signature to accommodate varying degrees of access to digital resources throughout the field.

Digital Reproduction

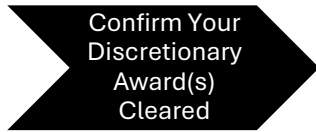
The preferred method of e-signing a document is to use a digital reproduction of a physical signature. The digital reproduction could be an image file of a signature written with the signer’s own hand that is inserted into the document, or a PDF of the physically signed signature page. The digital reproduction should NOT be a typed name in italics or a cursive font.

DocuSign

Documents with e-signatures submitted using DocuSign (or other secured signature equivalent) may be accepted. DCLA does not provide access to DocuSign or other software and will not reimburse fees incurred by organizations that opt to use this method.



Award Clearance



Check the status of your award using the [Discretionary Award Tracker](#)

All City Council Initiative awards must be cleared by the City Council and Mayor’s Office of Contract Services (MOCS) to receive an initial payment. To track the clearance status of your award, use the [Discretionary Award Tracker](#) on the MOCS website. If you have questions about the status of your award, contact City Council at discretionary@council.nyc.gov.

Compliance with this requirement is determined by MOCS and the City Council, not by DCLA. It is in addition to the documents you submit on DCLA’s portal.

Subcontracting

An organization that receives City Council Initiative funding must itself deliver the services of the funded program. They should not subcontract the primary delivery of service funded by discretionary awards to another organization except in limited circumstances.

This does not apply to hiring individuals such as performers or teaching artists as independent contractors to perform a portion of the funded service but does apply to organizations used as subcontractors.

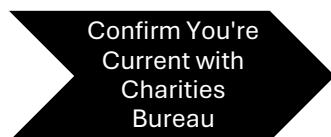
This does include payment to another organization for direct delivery of service (e.g., performing at an event, teaching/leading workshops, or purchase of tickets to a performance). It does not include payment to another organization for goods related to execution of the project (e.g., space rental, equipment rental, transportation, or payroll/bookkeeping services).

Subcontractors must be approved by DCLA and City Council prior to any work commencing.

Payments made to subcontractors prior to receiving approval may be deemed impermissible by DCLA and Council and in that case shall not be reimbursed. Subcontractors are subject to City Council conflict of interest disclosure requirements.

If you have any questions, contact your DCLA contact.

NY State Charities Bureau



Check your status on the [Charities Bureau Registry Search](#)

Most nonprofit organizations that conduct charitable activities in New York are required by New York State law to be registered with the Charities Bureau of the Office of the Attorney General of

New York State, and to file financial reports annually with that office. **The Department of Cultural Affairs must confirm compliance with this State requirement before funds can be conveyed to your organization.**

Consult the [Charities Bureau Registry Search](#) to confirm your status.

Filings with the Charities Bureau must be current; deadlines vary depending on the end date of your organization's fiscal year and the law under which you are required to file. If you find that your organization's status is not current, contact the Charities Bureau via email (Charities.Bureau@ag.ny.gov) to determine what is needed.

Some nonprofits may qualify for an exemption. If you're unsure if you're exempt, contact the Charities Bureau directly. If you are exempt, complete and return the [Certificate of Exemption](#) with your funding requirement materials.

Compliance with this requirement is determined by the Charities Bureau, not by DCLA. It is in addition to the documents you submit on DCLA's portal.

Insurance Requirements

The Appendix to your grant agreement has details about insurance requirements for all organizations receiving funding from DCLA. Your organization is expected to be in compliance with those requirements. Organizations receiving grants of any size must be able to produce proof of required insurance that is compliant with the requirements noted below **if requested**. We will notify your organization prior to payment if this documentation is required.

Organizations that receive an award of \$100,000 or more must submit the required insurance documents via the Initiative form to receive an initial payment.

If your total award amount is less than \$100,000, you are not required to submit your insurance documents via the Initiative form.

Address Changes

If you've moved since receiving previous funds, you must update your information in the City's Financial Management System (FMS).

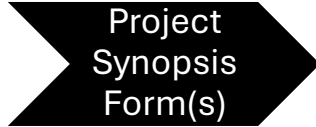
Update your address online in the [Payee Information Portal](#) (PIP).

For assistance with the PIP system, contact the PIP Help Desk at PIP@fisa-opa.nyc.gov.

Be aware that organizations with an open contract with another City agency may receive an alert that they are not permitted to update their information via PIP. If that is the case for your organization, contact your DCLA contact.

REQUIRED FOR ALL GRANTEES

Project Synopsis Form(s)



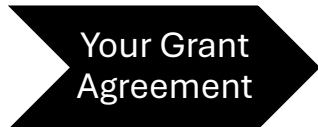
Complete the required Project Synopsis form(s) within each Initiative Form.

Submit City Council Initiative Project Synopsis form(s) within the initiative form to provide a description of your organization’s Initiative program. The information you provide in this section of the form will define the scope of services and will be incorporated as part of the Grant Agreement between your organization and DCLA.

One synopsis is required for each Initiative designation; organizations with multiple designations must submit one synopsis per designation. For example, an organization that receives two CASA designations and one Cultural Immigrant Initiative designation will fill out one form for CASA that includes two synopses and one form for Cultural Immigrant Initiative that includes one synopsis.

This requirement DOES NOT apply to SU-CASA grantees.

Grant Agreement

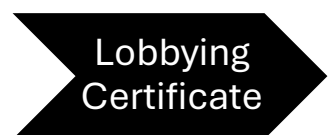


Download, sign, and submit your Grant Agreement.

Your Grant Agreement will only be generated **after** you have completed your project synopsis form(s) for all designations. Once you have done this, you will then see a link to download the Grant Agreement (pre-populated with information from the synopsis form(s)) in the Funding Materials Upload section (and subsequently in the “View/Download” menu).

SU-CASA grant agreements are available for download immediately after notification.

Lobbying Certificate



Complete and sign a [Lobbying Certification](#)

All City Council Initiative grantees must submit a Lobbying Certification. The Lobbying Certification certifies that you are compliant with City and State Lobbying Law requirements. **Be sure to use our [document here](#).** You may not submit an alternative form.

If you have any questions, consult the [City Clerk’s website](#). Any remaining questions may be addressed to our Agency Chief Contracting Officer: Sei Young Kim, at skim@culture.nyc.gov.



FIRST TIME GRANTEES



Substitute
W-9 Form

Complete and submit your
[Substitute W-9 Form](#)

If you have not received City funding before, you may need to submit your information for the City's Financial Management System (FMS).

Complete a Substitute W-9 Form and return with your FY26 Grant Materials.

Be aware, the Substitute W-9 Form is neither an IRS W-9 Form nor a New York State Substitute W-9 Form.

Confirm that the form you are submitting has the NYC logo on the upper right-hand corner of the first page. [The correct Substitute W-9 Form is available online.](#)

IF YOU RECEIVED OVER \$5,000



Doing
Business
Data Form

Complete and submit your
Doing Business Data Form.

Local Law 34 of 2007 amended the City's Campaign Finance Law and requires the City to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the law. To be in compliance with Local Law 34, all grant recipients with grants greater than \$5,000 are required to submit a Doing Business Data Form (DBDF).

Be sure to use the appropriate form for each Initiative linked below:

- [Cultural After-School Adventures Program \(CASA\)](#)
- [Cultural Immigrant Initiative](#)
- [Coalition of Theaters of Color \(CTC\)](#)
- [Violence Prevention and Intervention for Youth and Young Adults](#)
- [SU-CASA](#)

[Instructions for completing the form are online here.](#)

Please be sure to download this exact form for the appropriate Initiative, as it has specific information already completed at the top of the first page.

If you have completed a DBDF for us in the past and if no information needs to be updated, you may check in the form "No Change from previous Data Form dated ____." on page 1 and fill out and sign the Certification at the bottom of page 2.



IF YOU RECEIVED \$25,000 OR MORE



Enroll in
Electronic Funds Transfer (Direct Deposit).

If you received \$25,000 or more, you are required to enroll in Electronic Funds Transfer (EFT).

If you are already enrolled in EFT with the correct address and bank information, no action is required.

Enroll in EFT through the Payee Information Portal. For assistance with the PIP System, contact the PIP Help Desk at PIP@fisa-opa.nyc.gov.

We encourage all grantees to sign up for this payment method. Otherwise, the City has instituted a charge of \$3.50 per paper check, which will be deducted from each payment.

Compliance with this requirement is determined by the citywide Department of Finance, DCLA does not process EFT enrollment requests. It is in addition to the documents you submit on DCLA's portal.



IF YOU RECEIVED \$100,000 OR MORE

Organizations receiving a grant \$100,000 or more must submit documentation as listed below prior to payment. Proof of insurance coverage is required for the entire grant period from July 1, 2025 – June 30, 2026.

Click the links below to view samples of each required document (or blank copies of the forms in the case of the certifications). **Instructions on what is required for each document to be complete can be found in Appendix A.**

Commercial General Liability Insurance	The most common CGL form is the Acord 25 Certificate
Additional Insured Endorsement	The most common ISO forms are the CG-20 26 04 and CG-20 10 04
Certification by Insurance Broker or Agent	Certification that the CGL is accurate must be provided by a Broker/Agent Certification
Worker's Compensation Insurance	The most common Worker's Comp form is the C-105.2
Disability and Paid Family Leave Benefits	The most common Disability and PFL Benefits form is the DB-120.1
One Organization Certification	Name the CFO and CEO, sign and date the Organization Certification
Two Individual Certifications	The CEO and CFO must each complete an Individual Certification

WHAT YOU SHOULD KNOW AS A GRANTEE

Payment

Once your submitted documents have been reviewed and marked complete—and additionally that you are determined compliant with the requirements in this document—your initial payment will be processed.

DCLA does not disburse payments. Award payments are disbursed by New York City’s Finance Department. Direct deposits will appear in your account from “The City of New York.”

Again, organizations that receive \$25,000 or more are required to enroll in Electronic Funds Transfer (direct deposit).

[Enroll in EFT through the Payee Information Portal](#). For assistance with the PIP System, contact the PIP Help Desk at PIP@fisa-opa.nyc.gov.

We encourage all grantees to sign up for this payment method. Otherwise, the City has instituted a charge of \$3.50 per paper check, which will be deducted from each payment.

Performance and Evaluation

Because Initiative designations are made with public funds, the expenditure of those funds will be monitored to verify the program’s compliance with the terms of the Grant Agreement. Performance evaluations will be based on review of the quality and timeliness of the documents submitted, as well as through site visits and program reviews. An unsatisfactory performance record may be a determining factor in considering future City funding.

The Department of Cultural Affairs and the New York City Council welcome the opportunity to better know the services being provided with Initiative funds. Site visits consisting of attendance at performances, presentations, exhibits, classes or other activities enable the staff to evaluate compliance as well as to build a body of information about your programs. Please be sure to add to your mailing list the Council member who designated your Initiative funding, as applicable, as well as your DCLA contact.

Credit and Attribution Requirements

Grantees must comply with the credit stipulations described in your FY26 Grant Agreement. They include:

- All printed or digital programs, brochures, flyers, posters, announcements, or similar matter relating to services funded by DCLA are required to include, in a legible manner, in appropriate type size and without abbreviation, the following statement:

This program is supported, in part, by public funds from the New York City Department of Cultural Affairs in partnership with the City Council.

- The Department of Cultural Affairs logo is also required to appear on these materials. Each organization obtaining a logo must do so subject to a standard logo policy and terms of use. To obtain our logo, [visit our website to fill out the Logo Request Form](#).

Our logo changed in July 2017. Be sure that you are using the most recent logo.

- In addition to the logo and credit line stipulated, any printed list of contributors to a program or service funded by DCLA, either alphabetical or by contribution category, is required to include the “New York City Department of Cultural Affairs.”
- Any group receiving City Council discretionary funding should be sure to acknowledge Council support and include the appropriate credit to the Council member(s) who provided it on related materials.

Reporting Requirements

All organizations funded for FY26 must submit a final report on the services delivered under the Grant by the stipulated deadline. An approved report is required to receive final payment.

Final reports must be submitted by the deadline. Final reports will be due August 3, 2026. You will be notified when the final report form is available in your account in our online portal.

Once submitted, your final report will go through an approval process. Your final report must be approved to receive final payment.

- Organizations that fail to execute the funded programming or do not comply with reporting requirements will not receive any additional funds due and will be required to return all FY26 funds previously received within ninety (90) days of the close of the fiscal year.
- Organizations that submit a late report or fail to submit an FY26 report may be **ineligible** for consideration in FY27 and FY28. Reporting will be required before any organization can be considered for funding in any subsequent year.
- Organizations that (1) do not report on received funding AND (2) do not return funds advanced in FY26 will be **ineligible** for any future support from the agency.

The return of signed Grant Agreements will acknowledge that the organization understands the implications of noncompliance, will comply with all reporting requirements, and will be subject to the penalties noted.

Contact Information

It is necessary that you keep your contact information up to date so that you can receive our correspondence during the grant period.



Log into your account in our online portal to adjust your Account Profile. Be sure that the email address for your Primary User is always current. Only the Primary User may add new users or delete inactive profiles.

Instructions for adding and deleting users can be found in the [Registration Help Guide](#) on our website. Members of the CIG, please contact ciginfo@culture.nyc.gov for further assistance.

Further Questions

Initiative allocations are designated by City Council members and administered by DCLA. Please contact your Council member with questions about their designation. Administrative reporting and programming questions should be directed to your organization's assigned DCLA contact via email.

APPENDIX A: Instructions to Complete Insurance and Certification Documents

Organizations receiving a grant of \$100,000 or more must submit the required insurance documents and certification forms listed below prior to payment.

Some organizations, insurance companies, or brokers may use different acceptable forms. Regardless of the form used, the specific requirements outlined below must be met.

To meet the requirements:

- We recommend that you contact your insurance broker or representative and share the following requirements with them.
- Organizations using a fiscal sponsor may list either the conduit or the applicant organization as the insured entity on the certificate they provide.

Requirements for all insurance certificates:

- Coverage is required for the entire grant period: **July 1, 2025 – June 30, 2026.**
- Because your insurance coverage period may differ from the grant period, multiple certificates may need to be submitted that demonstrates coverage since July 1, 2025. (For example: Sept. 2024-2025 as well as Sept. 2025-2026).
- If insurance coverage for the entire grant period has not yet been acquired, the certificate(s) submitted by your organization must cover, at minimum, July 1, 2025 through the date you submit your grant materials.

Commercial General Liability (CGL) Insurance Certificate Requirements

The Acord 25 certificate is the most common CGL form used, and [this sample form](#) is provided for your reference. CGL Insurance must:

- Be presented in tandem with an Additional Insured Endorsement to confirm that the City is an additional insured.
- Indicate that:

“The City of New York, including its officials and employees, is an additional insured.”

This exact language must be used. The Department of Cultural Affairs, or any specific city agency, must NOT be specified.

On an Acord 25 certificate this information should be including in the “Description of Operations” field.

- Identify the Department of Cultural Affairs as the “Certificate Holder” using this specific address:
City of New York
Department of Cultural Affairs
31 Chambers Street, 2nd Floor
New York, NY 10007

- Include the following information in the “Certificate Holder” field on an Acord 25 certificate.
 - The insurance company’s information and Producer’s name, address, and phone number must be included.

 - The NAIC Insurance Code must be typed for all insurers affording coverage.

- Protect the City and Grantee from claims for property damage and/or bodily injury, including death that may arise from any of the operations under the Grant Agreement.

- Be in the amount of at least One Million Dollars (\$1,000,000) per occurrence.

- Be in the amount of at least One Million Dollars (\$1,000,000) for personal and advertising injury (unless waived in writing by the New York City Law Department).

- Be “occurrence” based rather than “claims-made”.

- Be at least as broad as that provided by the most recently issued Insurance Services Office (“ISO”) Form CG 00 01.

- Name the City of New York, including its officials and employees, as an Additional Insured with coverage at least as broad as the most recently issued ISO Form CG 2010 or CG 2026;

- Be maintained with companies that are authorized to issue the policy and have an A.M. Best rating of at least A- / VII, a Standard & Poor’s rating of at least A, a Moody’s Investors Service rating of at least A3, a Fitch Ratings rating of at least A- or a similar rating by any other nationally recognized statistical rating organization acceptable to the New York City Law Department unless prior written approval is obtained from the New York City Law Department.

- Be primary (and non-contributing) to any insurance or self-insurance maintained by the City.

If your organization does not carry Commercial General Liability insurance for the full grant period, the DCLA Commissioner may, in their discretion, allow your organization to instead maintain Special Event Insurance for your specific funded activities. This documentation is expected to meet the same requirements as those outlined above for the limited period and must cover all DCLA-funded activity.

Additional Insured Endorsement

Presented in tandem with the proof of General Liability Cover, the “Additional Insured Endorsement” modifies your Commercial General Liability policy to include the City as additional insured.

The form must indicate that:

“The City of New York, including its officials and employees, is an additional insured.”

This exact language must be used. The Department of Cultural Affairs, or any specific city agency, must NOT be specified.

A funded organization’s CGL policy naming the City, including its officials and employees, as an additional insured must be in effect for the entire grant term, July 1, 2025 to June 30, 2026.

ISO Forms [CG-20 26 04](#) or [CG-20 10 04](#) are each commonly used. These samples are provided for your reference. You only need to submit one type of form.

Certification by Insurance Broker or Agent

Presented in tandem with the proof of General Liability Coverage, the insurance broker or agent must also certify on the provided [Certification by Insurance Broker or Agent](#) form that the information contained on the Acord certificate, or other certificate used to show proof of Commercial General Liability coverage, is accurate.

Workers’ Compensation

If your organization has compensated employees (as defined by New York State Workers’ Compensation Law and Disability Benefits Law), you are required to have adequate coverage.

Acceptable forms of documentation:

- The C-105.2 is commonly used. [This is a sample form](#) provided for your reference.
or
- If you are insured by the New York State Insurance Fund (NYSIF), you may obtain a U-26.3 at the [Fund’s website](#).
or
- If your organization has no employees as defined by New York State law and you are not required to carry workers’ compensation and/or disability benefits coverage, you must submit a signed Certificate of Attestation of Exemption ([CE-200](#)). Organizations can use

[New York Business Express](#) to file and obtain a Certificate of Attestation online. [Review this document for additional instructions.](#)

Disability and Paid Family Leave Benefits

If your organization has compensated employees (as defined by New York State Workers' Compensation Law and Disability Benefits Law), you are required to have adequate coverage. Acceptable forms of documentation:

- The DB-120.1 is commonly used. [This is a sample](#) form provided for your reference.
or
- If your organization has no employees as defined by New York State law and you are not required to carry workers' compensation and/or disability benefits coverage, you must submit a signed Certificate of Attestation of Exemption ([CE-200](#)). Organizations can use [New York Business Express](#) to file and obtain a Certificate of Attestation online. [Review this document for additional instructions.](#)

Certification Documents

Agreements with organizations receiving \$100,000 or more require additional review prior to issuing initial payment. Awards of this size may take longer to process. Submit signed copies of the below forms:

Organization Certification

Submit one [organization certification](#), signed and dated.

If any of the statements are not true, an explanation on a separate sheet must be appended as a second page to the Certificate PDF to be uploaded.

Individual Certifications

Submit two [individual certifications](#), signed and dated: one each for the CEO/Executive Director and CFO/Treasurer.

If any of the statements are not true, an explanation on a separate sheet must be appended as a second page to the Certificate PDF to be uploaded. If your CEO and CFO are the same individual, you can complete one form, listing both titles.



APPENDIX B: Checklist and Quick Links

	AWARD AMOUNT			
	\$5,000 or Less	Over \$5,000	\$25,000 +	\$100,000 +
<input type="checkbox"/> Project Synopsis Form(s)	X	X	X	X
<input type="checkbox"/> Signed Grant Agreement	X	X	X	X
<input type="checkbox"/> Confirm Your Initiative Award(s) Is Cleared	X	X	X	X
<input type="checkbox"/> Lobbying Certification	X	X	X	X
<input type="checkbox"/> Confirm You're Current with NY State Charities Bureau	X	X	X	X
<input type="checkbox"/> Doing Business Data Form		X	X	X
<input type="checkbox"/> Register for Electronic Funds Transfer			X	X
<input type="checkbox"/> Commercial General Liability Insurance				X
<input type="checkbox"/> Additional Insured Endorsement				X
<input type="checkbox"/> Certification by Insurance Broker or Agent				X
<input type="checkbox"/> Workers' Compensation Insurance				X
<input type="checkbox"/> Disability Benefits Insurance				X
<input type="checkbox"/> One Organization Certification				X
<input type="checkbox"/> Two Individual Certifications				X

For grantees that are newly funded:

- [Substitute W-9 Form](#)