Office of the Manhattan Borough President
Gale A Brewer

# FISCAL YEAR 2015 CITY PROPERTY CAPITAL PROJECT APPLICATION

This application must be completed by all city agencies or organizations operating on city property requesting funding from the Office of the Manhattan Borough President. **One (1) hard copy of the application must be received by 5 pm Thursday, February 27, 2014. In addition to the hard copy, we prefer that a PDF copy of the application also be emailed to William Colegrove at wcolegrove@manhattanbp.nyc.gov.**

**Please note that if you are a non-city entity, you should not fill out this application. All non-city entities must complete an online OMB application available here: http://www.nyc.gov/html/capgrants/capgrants.html**

**Please mail a copy of the application to:**
Office of the Manhattan Borough President Gale A. Brewer
Attn: William Colegrove
One Centre Street, 19th Floor South
New York, NY 10007

## SECTION A

### CONTACT INFORMATION

Organization/school name:

_____

Organization/school address:

_____

City / state / zip code:

_____

School number & school building number *(if applicable)*:

_____

Community board number(s) of project location:

_____

Executive director/school principal name:

_____

Executive director/school principal

Direct dial *(extension)*: _____

Cell: _____

Executive director/school principal e-mail:

_____

City agency or project manager contact information:

_____

City agency or project manager contact office

Phone: _____ Cell: _____

City agency or project manager contact e-mail:

_____

## SECTION B

### ORGANIZATION/SCHOOL INFORMATION

1. Is the organization a 501(c)3 nonprofit organization as defined by the IRS?
   - ☐ Yes
   - ☐ No

   If yes, please attach a copy of the organization's 501(c)3 nonprofit certification.

   If no, is the organization a New York City Public School?
   - ☐ Yes
   - ☐ No

2. Provide a brief description of the history and mission of the organization/school, and the population served. *(2-3 paragraphs)*

3. Describe the main areas of programming and how the requested funding will increase the ability to serve City residents. *(2-3 paragraphs)*

4. Total annual organizational budget *(not applicable for city agencies or public schools)*: $_____

Please attach a copy of the organization's annual budget. If one cannot be provided, please explain why.

## SECTION C

### PROJECT INFORMATION

1. Project title *(Example: PS 100 Computer Upgrade)*:

_____

2. Address of project site *(if different from organization/school address)*:

_____

3. If the organization is a public school, has it obtained a cost estimate from the School Construction Authority or Division of School Facilities? *(please note, a cost estimate is required for any public school project)*
   - ☐ Yes
   - ☐ No

4. If purchase of equipment:

   a. What is the useful life of the equipment?_____year(s)

   b. Will the equipment be purchased as part of an initial outfitting of a new or reconstructed building?
   - ☐ Yes
   - ☐ No

If yes, when was building first occupied or reconstructed? _____

5. Please provide a detailed description of the proposed project *(3-4 paragraphs)*.
   a. Include a description of what will be purchased, how it will be used, and why it is needed.
   b. Describe what resources the organization is contributing to the success of the project
   c. Please explain why funding from the Office of the Manhattan Borough President will help fulfill the goals of the project.

6. Please attach specifics including plans, photos, and full project budget.

7. Total project cost: $_____

8. Amount of funding requested from the Office of the Manhattan Borough President: $_____

9. Are there other sources of funding requested, pledged, or contributed to the project?

☐ Yes
☐ No

If yes, please list.

10. Please fill in the line item project budget below. Provide a breakdown of the total project cost, accounting for all project components.

| Description of Capital Improvements/Equipment Costs | Cost Per Item | Quantity | Subtotal Amount |
|---|---|---|---|
| | $ | | $ |
| | $ | | $ |
| | $ | | $ |
| | $ | | $ |
| | $ | | $ |
| | $ | | $ |
| | $ | | $ |
| | $ | | $ |
| | $ | | $ |
| | $ | | $ |
| | $ | | $ |
| | $ | | $ |
| **Total Project Cost:** | $ | | |

## SECTION D

## CONNECTION TO CITY CONFLICTS OF INTEREST

Organization's Connection to the City:

A. Does any member of your Organization's Senior Management, Board of Directors, or Trustees also work for the City or any Elected Official in the City? *(If yes, then please describe in detail)*

_____

_____

_____

_____

B. Is any member of your Organization's Senior Management, Board of Directors, or Trustees a relative of an Elected Official in the City (*a relative is any spouse, domestic partner, parent, child or sibling*)? *(If yes, then please describe in detail)*

_____

_____

_____

_____

C. Report any other personal and financial relationships between all City Elected Officials, persons or firms associated with the City Elected Official, and the organization and its staff that could give rise to an actual conflict of interest or the appearance of a possible conflict of interest. Attach additional sheets as needed and include a list of your organization's Board of Directors.

| | Name, Title, Position of City Official or Associated Person | Name, Title, Position and Relationship of Person with Organization |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |

*I hereby acknowledge that all of the information submitted in response to the above is factual and adheres to all guidelines specified by the Office of the Manhattan Borough President.*

**Authorized Official Signature:** _____

**Title:** _____

**Date:** _____