



**Empire State
Development**



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Not-for-Profit Capital Grant Program

5/8/2024

Not-for-Profit Capital Grant Program

\$5 Million in Not-for-Profit Capital Grant Funding

Available in Round 14

Eligible Applicants

501c3 Not-for-profit organizations whose mission is to provide an economic and community benefit to the area the organization serves.

Associations, professional service organizations and fiscal sponsors will not be considered for funding.

If awarded funding, prior to ESD Directors' approval and execution of a contract with ESD, a not-for-profit corporation must be registered and up-to-date with filings with the New York State Office of the Attorney General's Charities Bureau and the New York State Office of the State Comptroller's VendRep System and must be prequalified in the New York Statewide Financial System (SFS).

Program Objectives and Requirements

- The Program is intended to support not-for-profit organizations who provide economic support and a community benefit to the area their organization serves by providing 50/50 matching funds for capital improvement projects.
 - Minimum grant award: \$25,000
 - Maximum grant award: \$100,000
 - A \$100,000 investment could receive up to a \$50,000 matching grant from ESD
 - 10% of the total project cost in the form of equity
- Applicants should clearly and concisely describe their organizations' mission and what purpose their organization serves to their local community. A project that is in (or locating to) a downtown area will be looked upon favorably.
- Applicants should demonstrate the need for services in the area their project will serve and how their project will add and/or retain existing services they offer.

Program Objectives and Requirements

- Eligible projects will generally fall into one of two categories below. Funding will be prioritized for projects that fall within category 1 and if funding is available, projects within category 2 will be considered for funding.
 - Category 1: Impactful community benefit organization whose project will result in the expansion of services offered by the organization.
 - Category 2: Impactful community benefit organization whose project will not result in the expansion of services but includes capital improvements to ensure the organization can continue to offer its existing programs and services.
- A strong emphasis will be placed on project readiness along with the applicant having the capacity to complete the project if awarded.
- Projects are expected to be complete within 2 years of the project award date.

Eligible Project Costs

Grant Funds may be used for:

- Acquisition of land, buildings, furniture, fixtures, machinery and/or equipment;
- New construction, renovation or leasehold improvements;
- Infrastructure improvements to the facility;
- Compliance with Americans with Disabilities Act accessibility requirements; or
- Other capital costs / expenditures deemed eligible by ESD.

Ineligible Project Costs

Ineligible Activities Include:

- Overhead and indirect costs associated with the day-to-day operation of the eligible entity, including but not limited to:
 - Salaries and wages;
 - Fringe benefits;
 - Rent/lease costs;
 - Website maintenance;
 - App maintenance;
 - Communication;
- Marketing or advertising media costs;
- Events;
- Training;
- Residential development;
- Travel costs;
- Sales and/or excise taxes;
- Support of religious worship or activities
- Costs associated with completing an application;
- Costs incurred prior to the submission and award of a grant, actual or anticipated; and
- Other costs / expenditures deemed ineligible by ESD.

Other Information

- A commitment to undertake the project should not be made, and expenses should not be incurred, prior to award announcement.
- The Applicant will be required to contribute ten percent (10%) of the total project cost in the form of equity.
 - Equity is defined as cash injected into the project by the Applicant or by investors and should be auditable through Applicant's financial statements or accounts, if so requested by ESD. Equity cannot be borrowed money secured by the assets in the project or grants from a government source. In-Kind donations will not be considered an acceptable form of equity.
- The Applicant must always disclose whether it is pursuing or intends to pursue multiple ESD funding sources, including grants, loans and tax incentives.
- Notice of a funding award will be given initially in an award letter, which is followed by an incentive proposal outlining the terms of the award. The award is subject to approval of the ESD Directors and compliance with applicable laws and regulations.

Other Information

- A \$250 application fee (due when incentive proposal is signed) and one percent (1%) commitment fee based on the grant amount awarded will be assessed to all awardees.
- The Awardee will be obligated to pay for out-of-pocket expenses incurred by ESD in connection with the project, including, but not limited to, expenses related to attorney fees, appraisals, surveys, title insurance, credit searches, filing fees, public hearing expenses and other requirements deemed appropriate by ESD.
- Grantees will have 2 years (730 days) from date of award letter to produce necessary paperwork indicating that equipment has been purchased and installed and that upgrades have been completed.
- All Applicants will be requested to certify and agree that any decrease in the scope of work described in the Applicant's final CFA submission, may result in ESD's reduction of the award, in ESD's sole discretion, in an amount proportionate to any such decrease. All Applicants will be requested to certify and agree that any expansion of the scope of work described in the Applicant's final CFA submission, will not result in the increase of the award by ESD.
- Applicants must be in substantial compliance with applicable federal, state and local laws, regulations, codes and requirements.

Not-for-Profit Capital Grant Program

For more information, eligible Applicants should contact their local Empire State Development Regional Office.

A complete list of the ESD Regional Offices can be found at:

<http://esd.ny.gov/RegionalOverviews.html>