



Community Economic Revitalization Support Program Application Guidelines

Harlem CDC supports various projects and organizations that promote small business growth, encourage financial literacy, increase homeownership, reflect Harlem's cultural diversity, and contribute to the fabric of the Greater Harlem community. Each year, local community groups and nonprofit organizations request support for initiatives, programs, and events. Through the Community Economic Revitalization Support Program ("CERSP"), Harlem CDC supports a limited number of these requests.

CERSP launched in 2013, and funding for the program is provided through annual contributions from Columbia University pursuant to a Declaration of Covenants and Restrictions between Columbia University and ESD. Initiatives that qualify for support through CERSP allow Harlem CDC to cultivate relationships with the large and diverse number of residents, businesses, and community partners. These initiatives offer opportunities for Harlem CDC to improve the overall quality of the initiatives in the local community.

The following applies to all funding requests:

1. Application Submission Deadlines

- a. The application deadline for the calendar year is October 31, 2024. Applications received after the established deadline may not be considered for funding.
- b. Applications must be submitted a minimum of 30 days before event or project start date. Applications that do not meet this requirement may be reimbursed for approved budgeted items.
- c. Supporting documents must be received within 72 hours after application is submitted.

2. Eligibility

- a. Organizations eligible for grant funding shall include but not be limited to not-for-profit entities, Business Improvement Districts (BIDs), chambers of commerce, merchant associations and other small business growth, retention and strengthening organizations.
- b. Applicant organizations must be the beneficiary of grant proceeds. Pass through funding and fiscal sponsorships will not be permitted.
- c. *****As of January 16, 2024, The New York State's Grant Management System has transitioned to the Statewide Financial System (SFS).*** To be eligible for CERSP funding, applicants must first receive approved prequalification status in SFS.



How to apply for Prequalification:

- **Entities must first register in the Statewide Financial System (SFS) <https://grantsmanagement.ny.gov/register-your-organization-sfs> to receive login credentials.**
 - **An application for Prequalification can then be submitted at Grants Management website at <https://grantsmanagement.ny.gov/get-prequalified>. Applicants should associate their application with Empire State Development (ESD) when applying.**
 - **Questions regarding Prequalification should be submitted to the SFS Help Desk: Helpdesk@sfs.ny.gov | 518-457-7717**
- d. Applicants may have one active application within the grant period. Subsequent applications prior to closeout may not be eligible. Applications are considered active until approved activities are complete and final report is received.
- e. Beginning program year 2023, entities awarded a CERSP grant for two consecutive years will be subject to a one-year gap period before they may apply again.
- f. Ineligible Activities

Program funds may not be used to cover debts or cure delinquency including but not limited to tax arrears, fines, late penalties, liens or judgments.

CERSP funds may not under any circumstance be used for expenses including but not limited to staff salaries and fringe benefits, unemployment insurance or other permits, travel/lodging, contractor fees, artist fees, speaker fees, meals, stipends, travel reimbursement, administrative costs/overhead, per diems, honoraria, workers compensation or office space rental/mortgage.

If an applicant remains unresponsive for over three months or until the conclusion of the grant period, their application may be forfeited. Should an applicant require additional time to gather the necessary documents or information for HCDC, they are required to notify HCDC accordingly.

Upon receiving the award letter, applicants are required to confirm or decline the grant award via email within 72 hours from the date of the award letter. Failure to respond within this timeframe may lead to forfeiture of the grant.

Harlem CDC will maintain discretion when determining project, event or sponsorship ineligibility.

3. Funding Considerations

- a. Project Support



New and existing programs which directly support small business development, workforce development, and/or community initiatives are encouraged to apply for support.

The most successful projects will:

- Demonstrate the need for program funds.
- Clearly explain how funds will be used.
- Describe the community and economic development impacts in Upper Manhattan.
- Demonstrate the potential for specific community and economic development impacts and benefits within 24 months of grant disbursement.

Harlem CDC may approve amounts and allocations to organizations up to 50% of the overall budget and up to \$40,000, provided the applicant has secured funds from other entities totaling 50% or more of the total project budget. Proof of commitments in the form of award letters for the proposed project are required. Proof of expense in the form of invoices or other documentation may be requested before disbursement is complete. At the time of award, Harlem CDC may request an activity report to include documentation of program activities and expenditures in the form of invoices, canceled checks and other proof of expense and payment to be submitted by a future date.

b. Event Support

Harlem CDC may approve funding for Events, including annual community engagement events, fundraisers and historical/culturally significant events that are consistent with Harlem CDC's overall mission and which are located within its catchment area. Harlem CDC may approve amounts and allocations for events of no more than 50% of the overall budget up to \$40,000. Proof of commitments in the form of award letters are required. Proof of expense in the form of invoices or other documentation may be requested before disbursement is complete.

c. Fundraiser Sponsorship

Harlem CDC may approve funding to organizations seeking sponsorship for activities which fund initiatives that will have a positive impact on the local community. Applications for sponsorships should include a description of expected outcomes and a published solicitation reflecting benefits and levels of sponsorship offered or requested.

As an event sponsor, Harlem CDC may be highlighted in any marketing visuals, such as signage, newspaper ads, journal advertising, etc. Harlem CDC reserves the right to preview any materials and will provide grantees with appropriate logo to use. Sponsorships of no greater than \$25,000 may be approved.

d. Additional Considerations

All applications are subject to thorough review by Harlem CDC's staff prior to approval. Harlem CDC reserves the right to contact project partners and federal, state, and local governmental agencies to confirm information included in the applications. Harlem CDC may determine its



award based on factors outside the control of the requestor, such as the availability of funds, state requirements, program type, economic and community benefits or other competing initiatives proposed.

4. Application Submission Requirements

- a. Applicants must provide all of the following items below to be considered for funding:
 - A fully completed application submitted by an officer with legal authority to represent the organization
 - Itemized budget including sources and uses for Event and Project funding requests
 - Funding commitment letters reflecting amounts committed
 - IRS W-9 Form
 - Proof of Prequalification through the NYS Grants Gateway.
 - Wiring information on applicants' letterhead, with name of account, routing number, and account number
- b. Harlem CDC will only accept an application and supporting documents via the link by Form Router that is provided by email to the applicant.
- c. All communication pertaining to the grant application should only come from the primary contact specified in the application form.
- d. All organizations requesting funding from Harlem CDC will be asked to certify and acknowledge the following:
 - Grant funds may be used only for purposes stated by HCDC at the time the grant is awarded.
 - Any modifications must be approved by Harlem CDC in writing.
 - Grant funds will not be used to violate any United States anti-terrorism statutory law, regulation, rule, or executive order.
 - All statements in this application, including all schedules, appendices and additional information, must be accurate to the best of the applicant's ability.
 - Harlem CDC, at its sole discretion, may recapture all or a portion of grant funds used for unapproved or ineligible purposes. Please note that the CERSP grant guidelines are subject to change at any time.

5. Reporting Requirements

CERSP grantees will be asked to report on project/event outcomes. Grantees will receive a Survey Monkey form to submit an outcome report, which will be sent the day after the end of their project/event end date. Grantees are also welcome to send over their own report via email to HCDCERSPGrant@esd.ny.gov if needed.

Generally, status reports include a summary/recap of project/event, documentation of all approved expenditures and proof of payment to vendors. Applicants may be asked to provide additional information depending on the scope of the project/event/sponsorship.



**Harlem Community
Development
Corporation**

A Subsidiary of Empire State Development

Proof of payment shall include receipts or invoices with a copy of the payment transaction attached. Bank statements or payments from a mobile payment service (ie., Venmo, Paypal, CashApp) are not acceptable without invoices or receipts.

If status report is not provided 30 days after the due date, applicant may not be eligible for future funding.