



NEW YORK FY 2025 STATE BUDGET FUNDING APPLICATION PROCESS

ELIGIBILITY CRITERIA

Eligible Organizations

- Nonprofits incorporated as 501(c)(3) organizations with valid EINs.
- Registered with the New York State Attorney General's Charities Bureau (unless exempt).

Ineligible Organizations:

- For-profit entities

KEY REQUIREMENTS

1. Prequalification in the Statewide Financial System (SFS) portal is mandatory.
2. Documentation: Board lists, financial policies, internal controls, and annual filings (e.g., IRS Form 990, CHAR 500).

APPLICATION PROCESS

1. Submit Your Request:

- a. Write a concise letter of intent to your State Assembly and Senate representatives detailing your funding request and its community impact.
- b. Be explicit about the type of funding: discretionary, programmatic, or capital.

2. Follow-Up:

- a. Schedule a virtual or in-person meeting with the Budget Director in your representative's office to advocate for your request.

3. Track Your Request:

- a. Ensure your request is included in the legislator's budget priority letter, submitted early-February.

TIPS TO STRENGTHEN YOUR APPLICATION

1. Build Relationships Early

- Connect with your State Assembly and Senate representatives before the legislative session begins in January.
- Use the fall to invite them to your events, share your work, and build rapport.

2. Leverage Budget Priority Letters

- a. Submit a clear letter of intent outlining your funding request and its impact.
- b. Follow up to ensure your project is included in your legislator's budget priority letter.

3. Prepare Your Organization

- Pre-qualify in the Statewide Financial System (SFS) early.
- Keep organizational documents like board lists, policies, and internal controls updated.

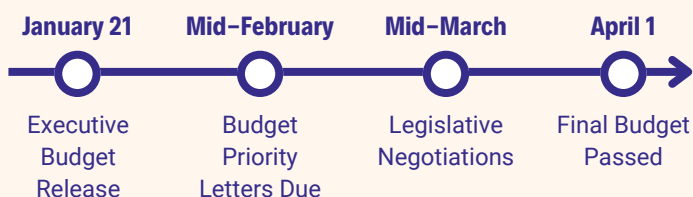
4. Use Data Effectively

- Show your program's impact with clear data. Highlight measurable outcomes and how the funds will be used.
- You can pull information from [AAF's Data Center](#).

5. Advocate Strategically

- Focus advocacy efforts during key dates, like budget hearings and negotiations (January–March). See the NYS Legislative Session Calendar for key dates [here](#).
- Engage decision-makers with compelling stories and data about your program.

2025 KEY DEADLINES



RESOURCES

1. Statewide Financial System Portal: [Register Here](#)
2. Prequalification Help: [Watch the Tutorial](#)