

**APPENDIX EQ  
EQUIPMENT (STANDALONE OR SYSTEM)**

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**Organization**

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**“Doing business as” name**

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Project type (AV/Lighting/IT/Audio system, Piano)

*Note: Minimum: \$60,000 per funding source. Submit one (1) Appendix EQ per project.*

*Maximum: two (2) Appendix EQ forms may be submitted for FY26 funding. Upload this form to CapGrants in the original PDF format. Form not valid for initial outfitting; printed or scanned forms not accepted.*

<b>Funding Requested by Source</b> Equipment (Standalone or System)	<b>Amount Requested</b> (Auto-rounds up)
Borough President:	
City Council:	
Department of Cultural Affairs:	
<b>Total</b> (Not to exceed total cost of equipment):	

**A. Project Description:**

1. Briefly describe the equipment project. (1,500 characters)
  - a. What is the goal and specific function of the system?
  - b. What City purpose will be served with this project and how often will it be used?
  - c. How will the equipment enhance the mission and core programming of the organization?

**B. Equipment Location:**

1. Will the equipment be located at more than one location?    Yes                      No

**Address 1:** \_\_\_\_\_

Borough:     Select                          Block:                      Lot:

**Address 2:** \_\_\_\_\_

Borough:     Select                          Block:                      Lot:

2. Describe the organization's site control:

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**Own:**

Attach deed and relevant documents as **Attachment EQ-01 Deed - Private Property.**

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**Lease private property:**

Attach lease and any amendments as **Attachment EQ-02 Lease – Private Property.**

Lease expiration date:

If the equipment will be located on leased private property, landlord must complete the acknowledgement form in the FY26 Capital Funding Request Package, and organization must submit **Attachment EQ-05 Equipment – Landlord Acknowledgment.**

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**Operate government-owned property:**

Attach the agreement governing your use of the property (e.g., lease, license, permit, or legislation) and any amendments as **Attachment EQ-03 Government-owned Property.**

Expiration date: \_\_\_\_\_ **N/A**

3. Will infrastructure upgrades, construction, or renovation work be required to house the equipment or for the equipment to function as intended?    **Yes      No      N/A**

**If YES,** explain and specify the expected completion date. (500 characters)

**D. Existing Liens:**

Liens may include tax liens, judgment liens, mechanic's, laborer's, materialman's, garageman's and public improvement liens, security interest, mortgage, deed of trust, priority, pledge, charge, conditional sale, title retention agreement, financing lease or other encumbrance or similar right of others, or any other agreement to give any of the foregoing.

1. Is the organization subject to any liens that could impact the equipment? **Yes      No**

**If YES:** In the box below, list type of lien, expiration date, name of lienholder and amount.

## E. Real Property Attachment

1. Equipment systems may be secured to real property with clamps, tie-line, zip tie and chains. Equipment systems must be easily transportable and reusable at minimal cost to another location should the City need to take possession of such equipment systems.

I acknowledge that I have carefully read the above statement:

2. If the City determines it is necessary, all parties with a legal interest in the Real Property will need to acknowledge in writing (in a Personalty Agreement or other form determined by the City) that the equipment systems funded by the City will not be considered part of the Real Property and will not be subject to mortgages or liens or other third-party interests.

I acknowledge that I have carefully read the above statement:

## F. Equipment List:

1. Attach an Excel list of every item being requested in this format as Attachment EQ-04 Equipment List.

Type of Equipment	Make/Model	Qty	Unit Cost	Total Cost	Software
Lighting Control Console	ETC Ion XE	1	\$15,000	\$15,000	Y
Lighting Instrument	ETC Source 4	4	\$2,500	\$10,000	N
Delivery			\$2,500	\$2,500	NA
Subtotal				\$27,500	NA
Contingency	10%			\$2,750	
TOTAL COST				\$30,250	

Include:

- each item or component of the equipment system to be purchased (e.g., lighting instruments, dimmers, lighting consoles, cables, headsets, etc.)
- proposed make and model
- quantity to be purchased, unit cost, and total cost
- whether the item has operating software or licenses
- delivery costs
- 10% contingency
- Do NOT include training, replacement consumable items (e.g. lamps, wind screens, printer paper), extended warranty costs, soft-costs or design fees
- If the system will be housed at multiple locations, break out the list by location

**Use MSRP** or list price only; **Do NOT** use discounted prices.

2. Is the system replacing an existing system that was previously funded by the City? If so, when was the existing system purchased? (500 characters)If in multiple locations, is the system part of a larger enterprise network? Explain, note that the minimum cost of movable property is \$50,000 per site. (1,000 characters)

3. Funding allocation does not guarantee that all equipment requested will be deemed capitally eligible. All projects must be approved by the Office of Management and Budget.

I acknowledge that I have carefully read the above statement:

**G. Software**

List all software and requested license(s) on the equipment list.

- Software license(s) associated with capital equipment systems must have a term of at least three to five years upon purchase and be transferable to the City or the City's designee.
- If determined necessary by the City, licensor must agree in writing that the software may be transferred to the City and/or the City's designee.
- Subscription-based software and hardware are ineligible unless the full license term is purchased in advance.

I understand and agree to these software license requirements:    **Yes**    **No**    **N/A**

**H. Operating Budget**

1. Will the project create new/enhanced programmatic space or programming?  
**Yes**        **No**
2. Will the organization employ additional salaried employees such as, but not limited to, curators, facilities/maintenance staff, or stagehands to operate the equipment?  
**Yes**        **No**
3. How will the requested equipment impact on the organization's energy use and/or expenses?  
**Increase**        **Decrease**        **No impact**
4. Explain how the new equipment will or will not affect the operating budget; how related cost increases, if applicable, will be funded; and if revenue increases are anticipated.

(1,000 characters)

**Organization:**  
**Project:**

## I. Sectarian Use

1. Will the equipment be used to organize, implement, or plan any religious or sectarian activity?

Yes                      No

If YES, explain: (1,000 characters)

**Sectarian Use Exception:** No part of the proposed equipment funded by the City shall be used to advance or support sectarian activity, including religious worship, instruction, or proselytization UNLESS the organization complies with the following requirements:

- i) Any part of the proposed equipment funded by the City must be made generally available to the public for such purposes or activities on substantially similar terms and conditions. In other words, the project is made available to any person, including the organization itself, on a neutral, non- discriminatory basis.
  - ii) The availability of any part of the proposed equipment funded by the City, for such religious or nonreligious purposes or activities on the terms and conditions referenced above is made known to the general public.
  - iii) The use of any part of the proposed equipment funded by the City for such religious or nonreligious purposes or activities must be occasional and temporary.
2. If any part of the proposed project funded by the City will be used for sectarian activity pursuant to the Sectarian Use Exception, submit a use policy that includes guidelines and describe how the use policy includes the requirements set forth above as **Attachment EQ-06 Public Availability**.
  3. If any part of the proposed project funded by the City will be used for sectarian activity pursuant to the Sectarian Use Exception, list the means that will be used to advertise or give notice to the general public of the availability of the proposed project for rent and the frequency of those notices as **Attachment EQ-07 Public Advertising**.

**PROJECT SECTION  
APPENDIX EQ  
EQUIPMENT (STANDALONE OR SYSTEM)**

**CHECKLIST OF ATTACHMENTS**

Use the checklist below to prepare the digital files that will be uploaded to CapGrants, which will serve as one part of your FY26 Capital Funding Request submission. Only requests for capital funding submitted through CapGrants will be considered.

**REMINDER:** Label each attachment by its FULL title (e.g., label Attachment EQ-04 Equipment List as “Attachment EQ-04 Equipment List”).

**REQUIRED** Attachments for Appendix EQ:

EQ-00 Appendix EQ - Equipment (Standalone or System)

EQ-04 Equipment List (in Excel format)

Attachments that **MAY BE REQUIRED** to be fully responsive to questions in this section:

EQ-01 Deed – Private Property

EQ-02 Lease – Private Property

EQ-03 Government-owned Property

EQ-05 Equipment – Landlord Acknowledgment

EQ-06 Public Availability

EQ-07 Public Advertising