



## PROGRAM AT A GLANCE

To receive public matching funds, candidates must meet the eligibility criteria, be certified by the New York State Board of Elections (NYSBOE) Public Campaign Finance Board (PCFB) and comply with all program requirements. See the steps below and the information in this guide for a brief overview of how candidates running for the **New York State Assembly** can become participants in the Program and qualify for public matching funds.

- 1. Run for New York State Assembly** – The Public Campaign Finance Program is only available to candidates running for one of the following offices in New York State: Governor, Lieutenant Governor, Attorney General, Comptroller, State Senate, and State Assembly.
- 2. Register a Committee** – Candidates **must** register a new authorized committee (PCF-21, Type 1P) with NYSBOE. Once a committee is registered, PCFB will send a welcome packet to the candidate and treasurer that includes the program overview, eligibility checklist, and program Application/Certification.

If a candidate has an existing committee open for the same office, it must be terminated. Candidates are only allowed to have one committee open per elective office sought. If the existing committee remains open, any funds raised will not be eligible under this Program.

The PCFB will assist committees during the transition period of closing down one committee and opening a new committee.

- 3. Submit an Application/Certification** – After a candidate has registered a new authorized committee (Type 1P), the candidate and treasurer must complete a PCF-22 Application/Certification Form. This should be submitted as early as possible and can be submitted with the committee registration form. The deadline for the Application/Certification to be received is February 26, 2024. Don't wait!
- 4. Hit Fundraising Thresholds and Abide by Contribution Limits** – In order to qualify for receipt of public matching funds, candidates running for New York State Assembly must raise a minimum of \$6,000 and receive at least 75 matchable contributions (in-district residents, in an aggregate amount of \$250 or lower). For lower-income State Assembly Districts (below the state median), the minimum amount to be raised is reduced to \$4,000. Contribution limits will be lowered on an across-the-board basis effective November 9, 2022. (See "Contribution Limits" under "Limits & Thresholds for New York State Assembly.")
- 5. Complete Mandatory Training** – Candidates and treasurers are required to complete a series of mandatory program and compliance training sessions. Announcements and dates for training registration will be posted on the PCFB website.
- 6. Meet Election Requirements** - In order to qualify for public matching funds, candidates must qualify to appear on the ballot and participate in a competitive election opposed by another candidate (not including write-ins). There is an exception, where if a candidate is



unopposed in the Primary Election, they may receive a limited amount of public funds for expenses incurred on or before the date of the Primary Election.

**7. Adhere to All Program Requirements** - Candidates and treasurers must adhere to all program requirements:

- Submit financial disclosure reports
- Keep financial records
- Restrict the use of personal funds
- Comply with any repayments or audits