

# CITIZENS COMMITTEE FOR NEW YORK CITY

# MOLLIE PARNIS DRESS UP YOUR SCHOOL AWARDS GRANT APPLICATION



**Fall Deadline: September 30, 2009**

**Spring Deadline: March 14, 2010**

**Have a great idea for a community improvement project?  
Apply for a Mollie Parnis Dress Up Your School Award!**

Through Mollie Parnis, Citizens Committee for New York City awards grants of \$500 to \$3,000 to public school based student-led projects that beautify schools or neighborhoods immediately surrounding schools.

Project examples include transforming an unused lawn on school grounds into an outside classroom; partnering with a neighborhood association to maintain a community garden; and launching a school recycling program and raising awareness about the importance of protecting the environment.

Citizens Committee for New York City supports student groups across the city in their efforts to build stronger schools and communities. In addition to small grants, we offer one-on-one project planning assistance, skills-building workshops, and a resource center with access to computer stations, conference space and an equipment loan library.

# Guidelines

**Applications are accepted from public school based student groups in low-income communities throughout New York City.** At least one teacher should be closely connected to the group and available to offer support. Teachers may assist with completing the application, but students should have input.

**Our grants are not for:** individuals; for-profit projects; businesses; organizations with paid staff; religious, fraternal, and partisan organizations; groups with an annual budget greater than \$40,000; projects affiliated with staffed organizations.

**Submitting an application is easy:** Describe a project to strengthen your school that can be carried out within a six month time period. Estimate how much it will realistically cost and request a grant amount that accurately reflects that cost. The requested amount must be matched with time that volunteers contribute to the project (each volunteer hour is valued at \$26).

**We look for projects that:** are clear and thoughtful; address important school or community concerns; contribute to building stronger school communities through student participation in the planning and implementation of the project; and result in concrete improvements.

**Applications are accepted twice a year,** in the fall and spring. Applications must be postmarked, faxed, or emailed by September 30th for fall grants and March 14th for spring grants. Applicants will be notified of grant decisions no later than mid-November (for the fall grant cycle) and early May (for the spring grant cycle).

Your group will be required to submit a simple final report on the project at the end of the grant cycle. The report may include: interviews with students, teachers, and community members; photographs; local newspaper coverage of your group's work, etc.

**We are happy to answer questions about the application. Contact Saleen Shah or Arif Ullah at [grants@citizensnyc.org](mailto:grants@citizensnyc.org) or 212.822.9580/9566.**

# Application

**Please respond to all the questions**, following the same order as this application. Date the application and title it: “Dress Up Your School Awards.” Answer the questions clearly.

**Send your application to** Saleen Shah:

By mail: Citizens Committee for New York City  
305 Seventh Ave., 15th Fl., New York, NY 10001-6008  
By fax: 212.989.0983 By email: [grants@citizensnyc.org](mailto:grants@citizensnyc.org)

## Section I: General Information

1. What is your school’s name?
2. What is your group’s name?
3. List two contact persons for your group, their phone numbers and emails.
4. What is your group’s mailing address?  
What is your school’s mailing address?
6. Has your group received a grant from us before? If yes, what year(s)?
7. When was your group formed (month/year) ?
8. What neighborhood is your school based in?
9. Briefly describe your group’s purpose and accomplishments.
10. List your Community Board, Council, State, Senate, and State Assembly districts (Call 311 to find out).



## Section 2: Project Description

1. Describe the project for which you would like a grant. What are its goals? How will it benefit your school?
2. What important school or community concern(s) does the project address?
3. How will you outreach to classmates to participate in the project?
4. Will you work with any other organizations on the project? If so, what are their names?

## Section 3: Work Plan

1. Share with us a general idea of how the project will be carried out:
  - a) List specific steps you will take.
  - b) Identify who will be responsible for the step.
  - c) Estimate the date the step will be completed.

## Section 4: Evaluation

1. How will your group determine the project's success and its benefit to the school or surrounding community (e.g., before and after photos, surveys, interviews)?

## Section 5: Budget

1. List the items your group will need to implement the proposed project, including the cost of each item. Add these items for the total grant request.





## Section 6: Match Our Grant

*Please match the amount you are requesting with non-cash donations and volunteer hours - each volunteer hour is valued at \$26. For example: if your group is requesting a \$1,000 grant, you can match that amount with about 38 hours of volunteer time (38 hours X \$26/hour = approximately \$1,000) or any combination of volunteer hours and non-cash match.*

1. Volunteer Match: List the names of students, teachers, parents, and any other volunteers who will participate in the project. Indicate the number of hours each volunteer will contribute. Add the total (multiply number of total volunteer hours by \$26).
2. Non-cash Match: List all donations that your group has or expects to have for the project (for example: work space, computers, shovels) and give an approximate cash value for each. Add the total.
3. What is the total cash value of your matches? (Add non-cash match and volunteer match).

**You're done!** Please review your proposal to make sure that all the questions are answered clearly and in the order they are listed.



Saleen Shah  
Neighborhood Resources Coordinator



Citizens Committee for New York City  
305 Seventh Avenue, 15th Fl.  
New York, NY 10001



(212) 989-0909 (phone)



(212) 989-0983 (fax)



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[grants@citizensnyc.org](mailto:grants@citizensnyc.org)

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