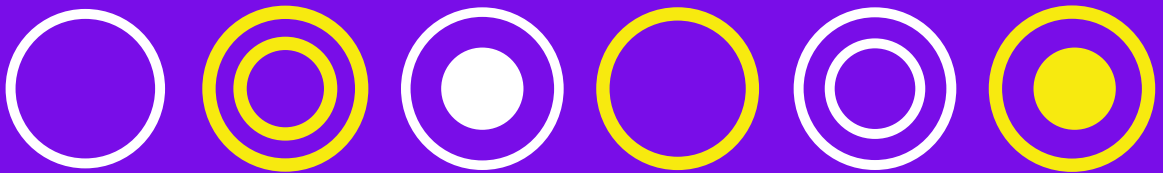


**CITIZENS
COMMITTEE
FOR NEW
YORK CITY**

**NEW YORKERS
FOR BETTER
NEIGHBORHOODS
GRANT APPLICATION**



Spring Deadline: March 14, 2010

Fall Deadline: September 30, 2010

**Have a great idea for a community improvement project?
Apply for a New Yorkers for Better Neighborhoods Award!**

Through New Yorkers for Better Neighborhoods, Citizens Committee for New York City awards **grants of \$500 to \$3,000** to volunteer-led groups to work on community improvement projects.

We believe that people can make important change happen on their streets and in their communities by working together. We support New Yorkers across the city in their efforts to build stronger 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. We also bring people together to share ideas, experiences, and expertise.

Guidelines

Applications are accepted from volunteer-led groups based in low-income neighborhoods in New York City. Groups may be long-standing, newly established or in the process of forming, and are not required to have 501(c)(3) status. Groups without this status will need a fiscal conduit or a bank account if a grant is awarded. We do not award more than two grants for the same project in a two-year period.

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 community 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 community volunteers contribute to the project (each volunteer hour is valued at \$26)

We look for projects that are: clear and thoughtful; address important community concerns; contribute to building stronger communities through neighbors working together; and result in concrete improvements.

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

Grantees are required to submit a simple final report on the project at the end of the grant cycle. The report may include interviews with community members, photographs, local newspaper coverage of your group's work, and receipts.

We are happy to answer questions about the application. Contact Arif Ullah or Saleen Shah at 212.822.9580/9566 or grants@citizensnyc.org.

Application

Please respond to all the questions, following the same order as this application. Date the application and title it: “New Yorkers for Better Neighborhoods Awards.” Answer the questions clearly. Beginning in Section 2, the questions focus on *only the one project* for which you are seeking a grant. *Please respond with details relevant to that project and not the overall work of the group.*

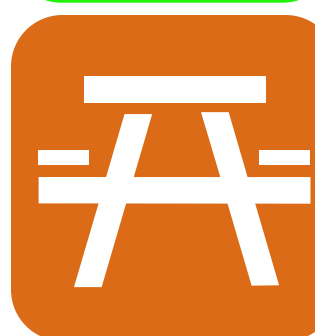
Send your application to Saleen Shah:

By mail: Citizens Committee for New York City
767 Fifth Ave., 26th Fl., New York, NY 10153

By fax: 212.989.0983 By email: grants@citizensnyc.org

Section I: General Information

1. What is your group’s name?
2. List two contact persons for your group, their phone numbers and emails.
3. What is your group’s mailing address?
4. Is the mailing address in the neighborhood in which the group works? If not, list an address in this neighborhood. (Mail will not be sent there).
5. If your group has a web site, what is the URL?
6. Has your group received a grant from us before? If yes, what year(s)?
7. When was your group formed (month and year)?
8. What neighborhood(s) does your group work in?
9. List your Community Board, Council, State, Senate, and State Assembly districts (Call 311 to find out).
10. Briefly describe your group’s purpose and history.



Section 2: Project Description

1. Describe the project for which you are seeking a grant. What are its goals? How will it benefit your community?
2. What important community concern(s) does the project address?
3. How will you outreach to your neighbors to participate in the project?

Section 3: Work Plan

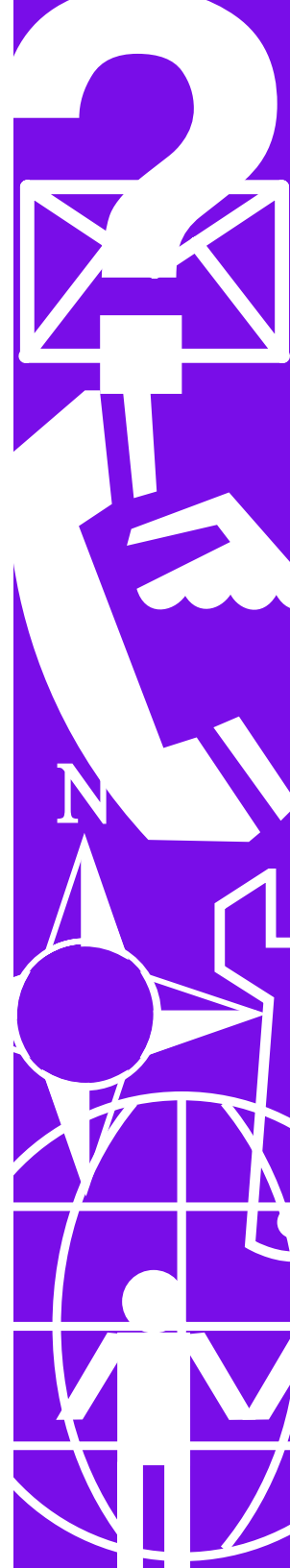
1. How will the project be carried out?
 - a) List specific steps you will take.
 - b) Identify who will be responsible for the step.
 - c) Estimate the date the step will be completed.

Section 4: Evaluation

1. How will your group determine the project's effectiveness and its benefit to the community (for example: before and after photos, surveys, interviews).

Section 5: Budget

1. What was your group's total budget last year? What were your sources of funding and how much did you receive from each source?
2. Does your group have paid staff?
3. List the items your group will need to implement the proposed project, including the cost of each item- please be as accurate as possible. Add these items for the total amount that your group is requesting.





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: Neighbors working together should carry out the project. List the names of neighbors who will participate and the number of hours each neighbor will volunteer. Add the total (total number of volunteer hours X \$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).

Section 7: Working with Citizens Committee

Please note that your responses to the questions below do not at all influence our decision about your application.

1. On occasion, we receive requests from people wanting to do community volunteer work. Would your group be interested in having volunteers, who may not be residents of your neighborhood, participate in an activity under your guidance?
2. Would your group consider placing a Citizens Committee banner, or other signage, at your event, if appropriate?
3. We sometimes receive requests from our donors to visit projects we support. Please indicate your interest in potentially hosting a visit.

Congratulations, you've completed the application!



Arif Ullah
Director of Neighborhood Resources



Citizens Committee for New York City
767 Fifth Ave., 26th Fl.
New York, NY 10153



(212) 822-9580 (phone)



(212) 989-0983 (fax)



www.citizensnyc.org
grants@citizensnyc.org

We would like to thank our sponsors for their generous support.

The Mollie Parnis Livingston Foundation



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HSBC in the Community