

CITIZENS COMMITTEE FOR NEW YORK CITY NEIGHBORHOOD GRANTS

**DEADLINE:
JANUARY 21, 2019**

HAVE A GREAT IDEA FOR A COMMUNITY IMPROVEMENT PROJECT?



Citizens Committee for New York City awards grants of up to \$3,000 for community and school improvement projects carried out by unstaffed resident-led groups to address issues they identify as important to them.

From West Farms in the Bronx to East Elmhurst in Queens, the groups we support work on projects as varied as community gardening, visual and performing arts, nutrition awareness, composting, beautification, tenant and immigrant organizing, healing circles, physical fitness, public safety, and more!

FOR MORE INFORMATION:

www.citizensnyc.org/grants | grants@citizensnyc.org

Andre: 212-822-9595 | Katie: 212-822-9567

Our grants are made possible through the generous support of: Allied World Assurance Company / Arkenstone LLC / Bank of America Charitable Foundation / Blanchette Hooker Rockefeller Foundation / Bloomberg Philanthropies / BNY Mellon / Citi / Con Edison / David and Mildred Morse Charitable Trust / Google / H Partners / John A. Reisenbach Foundation / The Lily Auchincloss Foundation / Mollie Parnis Livingston Foundation / Morvillo Abramowitz Grand Iason & Anello P.C. / National Grid Foundation / New York Women's Foundation / Patagonia / Pinkerton Foundation / Staten Island Foundation / Stavros Niarchos Foundation / TD Bank / The Perkin Fund / Wells Fargo Foundation

APPLICATION GUIDELINES – Please Read Carefully

Applications are accepted from unstaffed resident-led groups based primarily in low-income neighborhoods across NYC. Examples of such groups include: block associations, tenants' associations (including NYCHA), civic groups, community gardens, student groups, PTAs, and many others. Groups may be long-standing, newly established or in the process of forming, and are not required to have non-profit or 501(c)(3) status.

Examples of projects we support include **community members working together** to: make healthy food available in their neighborhoods; build rain harvesting systems; initiate art projects; transform empty lots into community gardens; organize tenants to advocate for better housing conditions; and start school recycling programs.

Our grants are not for: individuals (including individual artists) // for-profit projects // businesses (including businesses with non-profit projects) // organizations with paid staff // direct service or social work projects (e.g., job trainings, soup kitchens, or legal aid) // fraternal and partisan organizations // groups with an annual budget of greater than \$40,000 // religion-based initiatives // projects of staffed organizations // projects with admission or participation fees // groups that endorse or promote any form of bigotry or discrimination.

We do not fund the following items: rent // utilities // insurance // 501(c)(3) application fees // training fees // salaries // speaker honorariums // audio and visual equipment // subscriptions // back-to-school items // block parties // and computer equipment. We also do not fund projects, events, or activities with admission fees.

Public schools are exempt from the “unstaffed” and \$40,000 criteria. However, we do not fund existing school curricula (e.g., materials for an art class), long-standing programs (e.g., annual school play), and programs of staffed non-profits based in the school.

Submitting an application is easy: You can do it! **We discourage using a third-party grant-writer to prepare the application.** Just follow the instructions and answer all the questions clearly and with enough detail. Describe a project to strengthen your community or public school and that can be carried out within ten months. Estimate how much it will cost and **request a grant amount that accurately reflects that cost.** It's as simple as that.

We look for projects that: are developed and **led by groups of individuals who directly experience the issues the project addresses;** are clear and thoughtful; address important community concerns; contribute to building stronger communities; bring neighbors together; and result in concrete improvements.

Upon completion of a group's project, **we will request a simple final report.** Groups will also be required to submit receipts for expenses associated with the project. **If your group has received a grant from us in the past and has not submitted a final report for that grant, we will not be able to consider your application.**

Applications are accepted once a year, and must be submitted on-line via our website, e-mailed as a PDF file or Word document, mailed, or faxed by 11:59pm, **January 21, 2019.** Applicants will be notified of grant decisions by late April 2019. Groups awarded a grant will be invited to a meeting at our office to discuss the project further and to pick up the grant check – meetings will begin in mid to late May.

We're happy to answer questions about the application. We can also offer feedback on **final draft** applications submitted by January 4 to Katie Grassle at grants@citizensnyc.org. Please indicate that you would like feedback when submitting. **To learn more about us,** visit www.citizensnyc.org and “like” us on Facebook: www.facebook.com/citizensnyc. And feel free to call us: 212.822.9563.

APPLICATION

PLEASE RESPOND TO ALL THE QUESTIONS, following the same order as this application. **NOTE: If you are a past Citizens Committee grantee:** 1) please fill out this application as if it were your first time applying for a grant from us; 2) if you received a grant from us in the past three years, **please check that you submitted a final report for those grants. We are not able to consider your application otherwise.**

For guidance on how to complete the application, we strongly encourage you to review our sample application: www.citizensnyc.org/grants/neighborhood-grants

Applications can be submitted in several ways: 1) Online (*our preference*); 2) PDF form 3) Word document All three can be found on our website: www.citizensnyc.org/grants/neighborhood-grants

Grants that are hand-written can be faxed (212-989-0983) or mailed:

Mail: Neighborhood Grants, Citizens Committee for New York City
77 Water Street, Suite 202, New York, NY 10005

*****Before you begin working on the application, please make sure you have carefully read the application guidelines on the previous page, even if you have received a grant in the past.*****

SECTION I: GENERAL INFORMATION

1. What is the name of your group or public school? *If your group has submitted applications in previous years under a different name (even slightly different), indicate both new and previous name.*
2. What is your project's name (if any)?
3. Please indicate which category your *project* primarily falls under. (Select up to 2).

<input type="checkbox"/> Environment	<input type="checkbox"/> Beautification
<input type="checkbox"/> Food & Health	<input type="checkbox"/> Youth & Schools
<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Physical Fitness
<input type="checkbox"/> Public Safety	<input type="checkbox"/> NYCHA/Public Housing
<input type="checkbox"/> Social Justice	<input type="checkbox"/> Advocacy (Housing, Immigrants, Women, LGBTQ, etc.)
<input type="checkbox"/> Other (Indicate: _____)	
4. Please list **two contact names for your** group, including **working** phone numbers and emails. *(Both contact persons should be able to discuss the application, as we may call for more information. If awarded a grant, we will consider the person listed first as your group's main contact person).*
5. Please indicate a mailing address at which our grant notification letter can be received.

- Please list the address(es) where the project will take place (or cross streets if there is no address). *(Mail will not be sent there).*

SECTION 2: TELL US MORE ABOUT YOUR GROUP

- In what neighborhood(s) and borough(s) does your group currently work?
- When was your group formed – month and year?
- Would this be the first project your group carries out?
- If your group is a project of a paid staffed organization, what is the name of that organization?
- Does your group have 501(c)(3) status? *(Note: groups are not required to have this status to receive a grant from us. If your group's 501(c)(3) application is pending, please state that.)*
- If your group is on the web (Facebook, Instagram, Twitter, website, blogs, etc.), please list the links.
- Has your group received a grant from Citizens Committee in the past? If yes, what year(s)?
- Please list all sources of funding that your group received in 2018, **including from Citizens Committee**– indicate the sources and amount, and add the total. *Be sure to include names of foundations and corporations; government funding; membership dues; fundraising events; private donations, etc. If your group has not received any funding in the past year, please state that.*

Sources of Funding	Amount
Total Amount of Funding:	

9. Please list all sources and types of *non-cash* support that your group received in 2018 – indicate the sources and the types of non-cash support. *For example: donations of equipment, materials, space, etc. If your group has not received any non-cash support in the past year, please state that.*

Sources of Non-Cash Support	Type of Non-Cash Support

10. Please briefly describe your group’s purpose, history, and accomplishments (maximum two short paragraphs).
11. For the neighborhood in which your project is taking place (project address), please list the following:
- City Council District #: Community Board #: State Assembly District #:
- State Senate District #: US Congressional (House of Representatives) District #:

If you do not know the above information, please call 311 or visit www.mygovnyc.org

SECTION 3: TELL US ABOUT YOUR GROUP’S PROJECT

Please note that from this point forward, all the questions relate to the one specific project for which you and other members of your group are submitting this application.

1. Describe the project (*not your group*) and its goals in *two* sentences.
2. Describe the project and its goals *in detail*, including why it is important for your community (half page to one page). *If the project is to improve a physical space, attach a “before” picture of the space. Also, indicate the approximate size of the space you propose to transform (for example: one lot, six blocks, 1,000 square feet, a 50-unit building).*
3. How will the project contribute to building a sense of community and strengthening relationships among community members or project participants?
4. How will your group conduct outreach to involve other members of your community in the project?

5. Is there a fee to participate in the project? If your project is a performance, is there a fee to attend the performance(s)? If so, what is the fee?

6. Please indicate outcome numbers relevant to the project. Rough estimates and projections are fine.

___#People directly benefited ___#Youth Participants (*Up to age 20*) ___#Elder Participants (*Above age 70*)

___#Square Feet Transformed ___#Garden Beds Built ___#Tree Guards Installed

___#Trees Cared For ___#Performances/Events ___#Workshops/Classes

___#Square Feet Food Grown In ___#Pounds Food Scraps Composted

___#Pounds of Materials Recycled ___#Gallons of Rainwater Harvested

7. How will you measure the success of the project (*e.g. testimonials, photos, surveys, numerical data, etc.*)? How can the project or the benefits created by the project be sustained after the grant is spent?

8. Please list all volunteers who will participate in the project (include yourself).

Name of Volunteer	Hours Committed
Total Number of Volunteer Hours:	
Total Number of Volunteers:	

2. Would Citizens Committee be the only funder for this project? If not, what other organizations do you expect funding from?

SECTION 6: HOW DID YOU HEAR ABOUT CITIZENS COMMITTEE?

1. Please tell us how you heard about us. This information helps with our outreach efforts.

- Borough President (*Which borough?* _____)
- Blog (*What blog?* _____)
- Community Board
- Community Education Council
- Community Precinct Council
- Community event (*Name of event:* _____)
- Community organization (*What organization?* _____)
- Citizens Committee E-Newsletter
- Police Department
- Participatory Budgeting Assembly (*Council Member:* _____)
- Elected official (*Name of official:* _____)
- City department (*What department?* _____)
- Internet (*What site?* _____)
- Newspaper (*What newspaper?* _____)
- Radio/Television (*What station?* _____)
- Youth Leadership Council (YLC)
- Other (*Please describe:* _____)

2. On the list below, please indicate with a check which three quality of life issues are most important to your community.

- | | | |
|--|---|---|
| <input type="checkbox"/> Affordable Housing | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Fresh Food |
| <input type="checkbox"/> Education | <input type="checkbox"/> Parks/Green Spaces | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Public Transportation | <input type="checkbox"/> Livable Wages | <input type="checkbox"/> Street Cleanliness |
| <input type="checkbox"/> Cost of Living | <input type="checkbox"/> Noise | <input type="checkbox"/> Other: |

CONGRATULATIONS, YOU'VE COMPLETED THE APPLICATION!

[Like us](#) on Facebook and [follow us](#) on Instagram for more information and resources.

Please note that in addition to grants, your group is eligible for project planning assistance and skills-building workshops. We can work with core members of your group to design strategies around a particular project or campaign as well as to develop mission statements, work plans, and effective ways to engage new members.

Additionally, your group may borrow items from our [Equipment Library](#), including a portable amplifier, microphones, camcorders, projectors, digital audio recorders, and canopies. We can also refer you to other relevant resources. You do not have to be a grant recipient to receive these services.