CitizensNYC

Community Leaders Grant
Sample Application

This is NOT the entire application. We are sharing a sample group story and the three key project sections: project description and need, timeline, and budget. These examples show how to build a clear response.

You do not need perfect grammar or spelling. Tell us what you will do, who it will help and why it matters. Use your own group's experiences and plans.

This is a fictional example adapted from an awarded application. Names and identifying details have been changed. The timeline and budget are examples.

Group: Neighbor Circle Collective

Project: Everyday Essentials Project

Your group's story

In no more than 200 words, tell us your group's story! Please describe your group's mission, major accomplishments, and any quotes from community members on the impact of your group's work.

Neighbor Circle Collective is a volunteer group in Queens. We help women who are staying in shelters or do not have stable housing get food and everyday supplies. Our goal is simple: we want our neighbors to have what they need and feel welcome in their community.

Our six volunteers bring experience helping with food distributions, collecting supplies and supporting neighborhood events. Some of us have experienced housing insecurity ourselves. We know that small things, like a clean pair of socks or having enough period products, can make a difficult day easier.

We came together because we wanted to do more than collect donations. We wanted to listen to our neighbors and organize support around what they actually need. Our volunteers have already helped gather and share food and hygiene supplies. Through the Everyday Essentials Project, we want to build on that work and reach more women in our neighborhood.

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Project description and need

In at least 300 words, describe your proposed project, why it is needed in your community, and who it will serve. Explain what you plan to do, how your project will address a specific community need, and how it will improve the quality of life for community members.

The Everyday Essentials Project will provide free meals, period products and basic hygiene supplies to adult women who are staying in shelters or do not have stable housing in our Queens neighborhood. We will hold two distribution events, one in September 2027 and one in April 2028. At each event, we plan to offer 100 meals and 100 supply bags. This will support up to 200 visits in total. Some women may attend both events.

Women without stable housing may not have enough money for everyday items like pads, soap, toothpaste or deodorant. They may also have trouble finding a reliable meal or a place to store supplies. When money is tight, these needs can be hard to meet at the same time. Our project will offer food and personal care items together so participants can get several things they need in one visit.

Before each event, our volunteers will ask women in the neighborhood which supplies would be most useful. We will also contact nearby shelters and community groups to help share information and identify an accessible distribution location. We will confirm permission to use the space before announcing the event. These partnerships are still being arranged.

Each supply bag will include soap, a toothbrush, toothpaste and deodorant. We will also offer a choice of pads or tampons while supplies last. Volunteers will pack the bags, pick up prepared meals and welcome participants. Women can take the items they need without sharing their personal stories. We will share flyers through local groups so people know when and where to come.

This project will help women meet immediate needs, stretch their limited budgets and care for themselves with more comfort and privacy. It will also give neighbors a chance to meet volunteers they can recognize and speak with again. After each event, we will count the meals and supplies given out and invite participants to share what was useful or missing. We will use that feedback to improve the next event and guide future work.

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Project timeline

Project activities must take place between June 2027 and May 2028. List the main steps and who will be responsible for each one.

Sample timeline for the Everyday Essentials Project

Date	Task/Activity	Person(s) Responsible
June 2027	Meet as a team. Assign volunteer roles and make a supply list.	Project coordinator and volunteer team
July 2027	Ask women what supplies they need. Contact local groups and confirm a location for the first event.	Outreach volunteers and project coordinator
August 2027	Share event flyers. Buy supplies for 100 bags and arrange 100 prepared meals.	Outreach volunteers and supply volunteers
September 2027	Pack bags and hold the first event. Offer 100 meals and 100 supply bags.	Full volunteer team
October 2027	Review participant feedback, count supplies distributed and check spending.	Project coordinator and supply volunteers
February 2028	Check in with local groups and participants. Confirm the second event location and update the supply list.	Outreach volunteers and project coordinator
March 2028	Share flyers. Buy supplies for the next 100 bags and arrange 100 prepared meals.	Outreach volunteers and supply volunteers
April 2028	Pack bags and hold the second event. Offer 100 meals and 100 supply bags.	Full volunteer team
May 2028	Review both events, total expenses and participant feedback. Organize receipts and notes for the final report.	Project coordinator and volunteer team

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Project budget

Keep your budget at no more than $5,000. Show only how you would use CitizensNYC funds. We understand that your full project may cost more and that you may seek support from other sources. Please leave those other funds and expenses out of this budget.

Sample budget for the Everyday Essentials Project

This budget covers two events with 100 meals and 100 supply bags at each event. Hygiene supplies include soap, toothbrushes, toothpaste and deodorant. Period products are listed separately.

Item	Cost
Period products for 200 participants ($7 each)	$1,400
Hygiene supplies for 200 bags ($6 each)	$1,200
200 prepared meals ($8 each)	$1,600
200 reusable supply bags ($2 each)	$400
Packing and distribution supplies	$150
Flyers and participant feedback forms	$100
Local delivery of food and supplies	$150
Total CitizensNYC request	**$5,000**

The timeline, activities and budget should tell the same story. If you change the number of events or people served, update the supply quantities and costs too.