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Neighborhood Business Grant Sample Application

This is NOT the entire application. We are sharing a sample business description 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 business's experiences and plans.

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

Business: Maple Corner Kitchen

Project: Neighbors at the Table

Business description

Describe your business.

Maple Corner Kitchen is a small neighborhood restaurant in the Bronx. We serve freshly cooked lunches and dinners, along with nonalcoholic drinks. Our menu includes rice dishes, vegetables, soups and other familiar comfort foods. We want our restaurant to be a welcoming place where neighbors can enjoy a meal and spend time together.

Our team includes restaurant workers who live in or have family connections to the neighborhood. We buy ingredients from nearby grocers and food suppliers whenever possible. Our everyday business is preparing and selling meals, but we also make time to support our neighbors.

We have welcomed older residents for community meals and seen how much they enjoy having a place to sit, talk and meet people. Through Neighbors at the Table, we want to make these free gatherings a regular part of our community work. We will provide the restaurant space, kitchen equipment and staff time so older neighbors can share a meal without worrying about the cost.

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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.

Neighbors at the Table will bring older adults in our Bronx neighborhood together for a free meal at Maple Corner Kitchen once a month from June 2027 through May 2028. We will host 12 lunches with space for 30 guests at each one, providing 360 meals over the year.

Many older adults in our Bronx neighborhood live on fixed incomes. As rents and grocery prices rise, their money does not stretch as far. After paying for housing, food and other basic needs, there may be little left for a meal out or an activity with friends. Worrying about how to cover these costs adds stress to everyday life. Staying home can feel like the most affordable choice, even when someone wants company.

Over time, fewer outings can mean fewer conversations, weaker connections with neighbors and more loneliness. This isolation can hurt seniors' mental and physical health. Our community also loses opportunities for older and younger neighbors to spend time together. A free monthly lunch removes the pressure to spend money in order to socialize. It gives seniors a meal they do not have to pay for and a welcoming place to see familiar faces, make friends and stay connected to neighborhood life.

Each lunch will include a freshly prepared main dish, vegetables and a nonalcoholic drink. Guests will eat at tables in the restaurant and have time afterward to talk or play simple card and board games. Guests will not need to buy anything.

We will invite local senior centers, tenant groups and community organizations to help spread the word. Flyers will explain how to sign up by phone or in person. We will pay a translator to prepare outreach materials in a language commonly used by older residents in the neighborhood. Staff and volunteers will welcome guests, serve meals and help start conversations across generations.

CitizensNYC funds will pay for project ingredients, event supplies and outreach. Our business will contribute the space, equipment and staff time. The grant will support these free community lunches, separate from our regular meals for paying customers.

After each lunch, we will count meals served and ask guests what they enjoyed or would change. We will use their suggestions to improve future lunches. Success means guests have a reliable monthly meal and more opportunities to connect with others.

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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 Neighbors at the Table

Date	Task/Activity	Person(s) Responsible
June 2027	Set the lunch dates. Contact local senior groups, prepare translated flyers and begin sign-ups.	Restaurant manager and outreach volunteers
June 2027	Buy ingredients and host the first lunch for 30 older adults. Ask guests for feedback.	Kitchen team and event volunteers
July-November 2027	Host one lunch each month for 30 guests. Buy ingredients, confirm sign-ups and track meal counts.	Kitchen team, restaurant manager and volunteers
December 2027	Host the seventh lunch. Review guest feedback, spending and supplies for the rest of the project.	Restaurant manager and kitchen team
January 2028	Check in with local groups. Refresh flyers and adjust menus based on guest suggestions.	Outreach volunteers and kitchen team
January-April 2028	Continue with one lunch each month for 30 guests. Offer time for conversation and games.	Kitchen team and event volunteers
May 2028	Host the twelfth lunch. Ask guests what the monthly gatherings have meant to them.	Restaurant manager and event volunteers
May 2028	Total meals served and project expenses. Organize receipts and feedback for the final report.	Restaurant manager

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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 Neighbors at the Table

This budget supports 12 free lunches for 30 guests each, or 360 meals. All costs below are for the community project. The restaurant contributes its space, equipment and staff time.

Item	Cost
Chicken, beans, eggs and other proteins for 12 lunches	$1,300
Fresh vegetables and fruit for 12 lunches	$1,000
Rice, pasta, bread and other grains	$450
Cooking oil, herbs, spices and sauces for project meals	$350
Tea, juice and other nonalcoholic drinks	$300
Napkins and serving supplies for the free lunches	$200
Take-home containers for guests' leftover food	$150
Printing outreach flyers and guest feedback forms	$150
Translation of project flyers and feedback forms	$400
Large-print playing cards and board games	$150
Delivery of ingredients for the free lunches	$300
Additional food-safe cleaning supplies for the events	$250
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.