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  
Katie: 212-822-9567

Our grants are made possible through the generous support of: Allied World / Bank of America / BlackRock / BNY Mellon / Citi / Con Edison / Google / Islamic Relief USA / John A. Reisenbach Foundation / Mollie Farnis Livingston Foundation / National Grid Foundation / New York Women’s Foundation / NYC Department of Youth and Community Development / Pinkerton Foundation / Staten Island Foundation / Stavros Niarchos Foundation / TD Bank / Wells Fargo Foundation
APPLICATION GUIDELINES – Please Read Carefully

Applications are accepted from 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; transform empty lots into community gardens; organize tenants to advocate for better housing conditions; hold theater performance with audience participation or follow-up discussions; start school recycling programs, etc.

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 $70,000 // religion-based initiatives // projects of staffed organizations // projects with admission or participation fees // one-day events without audience/attendee participation or community building activities // groups that endorse or promote any form of bigotry or discrimination.

We do not fund the following items: rent // utilities // 501(c)(3) application fees // training fees // salaries // speaker honorariums // audio, visual, and computer equipment for personal use // subscriptions // back-to-school items // block parties. We also do not fund projects, events, or activities with admission fees. Please review our budget guidelines for more info.

Public schools are exempt from the $70,000 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. We prioritize Title 1 schools.

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.

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 can be submitted via an on-line form, e-mailed as a PDF file or Word document, mailed, or faxed by 11:59pm, January 20, 2020. Applicants will be notified of grant decisions by late April 2020. 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 3 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: 212-622-9567.
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 a few 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 1: 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.
   If you are a school, what is your DBN?

2. 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).

3. Please indicate a mailing address at which our grant notification letter can be received.

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

5. Would this be the first project your group carries out?

6. In what neighborhood(s) and borough(s) does your group currently work?

7. When was your group formed – month and year?

SECTION 2: TELL US MORE ABOUT YOUR GROUP

1. 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.)

2. If your group is a project of a paid staffed organization, what is the name of that organization?
3. If your group is on the web (Facebook, Instagram, Twitter, website, blogs, etc.), please list the links.

4. Has your group received a grant from Citizens Committee in the past? If yes, what year(s)?

5. What was your group’s total budget in 2019?

6. Please list all sources of funding that your group received in 2019, 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.

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<th>Sources of Funding</th>
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**Total Amount of Funding:**

7. Please briefly describe your group’s mission and major accomplishments (maximum two short paragraphs).

8. 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](http://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. What is the name of the project?

3. Please indicate which category your project primarily falls under. Select up to two. We consider all categories to be under the umbrella of civic engagement.
   
   _Environment
   _Food & Health
   _Mental Health
   _Arts & Culture
   _Public Safety
   _Social Justice
   _Beautification
   _Youth & Schools
   _Physical Fitness
   _NYCHA/Public Housing
   _Advocacy (Housing, Immigrants, Women, LGBTQ, etc.)
   _Other: ____________________________

4. 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 and indicate its approximate size (for example: one lot, six blocks, 1,000 square feet, a 50-unit building).

5. How will the project contribute to building a sense of community and strengthening relationships among community members or project participants?

6. 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?

7. How will your group conduct outreach to involve other members of your community in the project?

8. 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?

9. Please indicate expected numbers for project outcomes. Indicate numbers for only the categories related to your project. Rough estimates and projections are fine.

   _#People directly benefited
   _#Square Feet Transformed
   _#Trees Cared For
   _#Square Feet Food is Grown In
   _#Pounds of Materials Recycled
   _#Youth Participants (Up to age 20)
   _#Garden Beds Built
   _#Performances/Events
   _#Elder Participants (Age 70+)
   _#Tree Guards Installed
   _#Pounds of Food Scraps Composted
   _#Gallons of Rainwater Harvested

5
10. Please list all volunteers who will participate in the project (include yourself).

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<th>Name of Volunteer</th>
<th>Hours Committed</th>
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Total Number of Volunteer Hours: 

Total Number of Volunteers:
SECTION 4: WORK PLAN & TIMELINE

1. Provide us with a work plan and timeline. *If the project centers on a single event on a particular date, list all the steps involved in organizing and carrying out the event.* For an example of a work plan, please refer to our model application: [www.citizensnyc.org/grants/neighborhood-grants](http://www.citizensnyc.org/grants/neighborhood-grants)

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<th>Task</th>
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2. Please indicate approximate dates for project start and project completion – *remember that our grant announcement will be made in late April.*
SECTION 5: PROJECT BUDGET & REQUESTED GRANT AMOUNT

1. Tell us how much your project will cost - list all the items you will need to carry it out, including accurate estimates. Remember to read our budget guidelines for what we do not fund. Please contact us if you need help creating or thinking through a budget. Refer to our model application for an example of a budget: www.citizensnyc.org/grants/neighborhood-grants

If awarded a grant, the grant may not equal the amount requested, depending on whether budget items and amounts fall within our guidelines.

BUDGET TABLE

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<td>Total Budget:</td>
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<td>Total Amount Requested from CCNYC (maximum $3,000):</td>
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2. If awarded a grant, does your group have a member to manage the project budget (track project expenses, handle reimbursement payments, hold on to receipts, etc.)? (Yes/No) If you don't, no problem, we can train you on it!

3. Does your group need training on budget management? (Yes/No)

4. 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
___ Citizens Committee E-Newsletter
___ Community Education Council
___ Community Precinct Council
___ Community Event (Name of event:)
___ Community Organization (What organization?)
___ Police Department
___ Elected Official (Name of official:)
___ Internet Search
___ Facebook Ad
___ Google Ad
___ Twitter
___ Participatory Budgeting Assembly (Council Member:)
___ City Department (What department?)
___ LinkNYC (Tall electronic kiosks on city streets to charge phones, make calls, etc.)
___ Youth Leadership Council (YLC)
___ Newspaper (What newspaper?)
___ Radio/Television (What station?)
___ 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.

___ Affordable Housing   ___ Public Safety   ___ Fresh Food
___ Education            ___ Parks/Green Spaces   ___ Health Care
___ Public Transportation ___ Livable Wages ___ Street Cleanliness
___ Cost of Living       ___ Noise                ___ Other:

CONGRATULATIONS, YOU’VE COMPLETED THE APPLICATION!

Remember: Applicants will be notified of grant decisions by late April. Grantees will be invited to a meeting beginning in mid-May to discuss the project further and to pick up the grant check.

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.

Thank you to our supporters:
GRANT BUDGET GUIDELINES

Our grants are aimed at funding materials, basic equipment, and other items needed to make grassroots community-building projects happen. Grants are not to pay individual’s salaries, pay fees to larger organizations, or provide direct service items.

For all purchases, we encourage groups to patronize local businesses, use reusable or compostable items, and build or make items rather than purchase them. Other groups may have resources or expertise - we can connect you!

OUR GRANTS COVER:

**AUDIO/VIDEO EQUIPMENT** | If equipment is needed on an ongoing basis, and if housed in an accessible location (not a private residence)

**EQUIPMENT RENTAL** | Electric generator for an event, tables and chairs, and garden equipment; call for more information

**SPACE RENTAL** | Maximum of $500; call for more information

**INSTRUMENTS, BICYCLES, & OTHER EXPENSIVE ITEMS**
If used on an ongoing basis and housed in accessible location (not a private residence)

**STIPENDS** | For artists, performers, workshop facilitators, and/or youth. Maximum of $500 total, no more than $250 per person; call for more information

**GARDEN FURNITURE** | Maximum of $500

**TRANSPORTATION** | Maximum of $500 public transportation; maximum of $100 gas

**FOOD** | Maximum of $500

**TICKETS FOR PERFORMANCES** | Maximum of $250

**Trophies or Prizes** | Maximum of $250

**CSA REVOLVING LOAN SHARES**

**T-SHIRTS, JACKETS, & UNIFORMS** | Maximum of $400

**PRINTING** | Standard paper: maximum of $250, posters/banners: maximum of $150

**ONLINE ADVERTISING** | $50 (Facebook Ads, etc.)

**SHIPPING COSTS** | Maximum of $250

**INSURANCE** | Maximum of $100

OUR GRANTS DO NOT COVER:

**EQUIPMENT RENTAL**
Audio/video equipment
(note: we have many of these items for groups to borrow)

**BACK TO SCHOOL SUPPLIES**

**SUBSCRIPTIONS**

**CONFERENCE FEES**

**FUNDRAISERS**

**COSTS ASSOCIATED WITH TRIPS**

**DIRECT SERVICE PROJECTS**

**METAL TREE GUARDS**

**COMPUTERS OR PROJECTORS**

**GRAPHIC DESIGN, WEB DESIGN, OR WEB HOSTING**

**CSA SUBSIDIZED SHARES**

QUESTIONS ABOUT THESE GUIDELINES?

Contact Us:
grants@citizensnyc.org
212-822-9563