

Frequently Asked Questions

SUBMISSION

Who is eligible to apply?

All community members and organizations/entities are eligible for this grant.

As an organization, do we need 501(c)(3) status to apply?

Organizations are not required to have 501(c)(3) status to qualify for this grant.

If I currently receive city funding, am I still eligible to apply?

Yes.

Where can I get the application?

The most current application will always be posted on our website. Applicants that submit proposals on older versions of the application will be asked to resubmit.

When can I apply?

There are four submission periods during which you can apply. Please ensure your application is submitted by the deadline. Late applications will not be considered. Reference the SICG Info page for deadlines.

How many times can I apply?

Applicants can only submit one application per submission period.

How will I know the status of my application?

All notification regarding your submission, including confirmation and award decisions, will be sent via email from the OPGV.

If my proposal is not awarded, can I reapply during one of the remaining submission periods?

Yes.

If I am awarded a grant, can I apply for another grant within the same submission period?

No, only after all closing documentation is submitted and approved can you submit a new application during a subsequent submission period.

Can multiple applicants representing the same organization/entity submit applications for that organization/entity?

Organizations that facilitate programs in multiple venues/locations can submit one application per venue per submission period.

Can multiple applicants from one venue/location of an organization/entity submit more than one application?

Only one application may be submitted per venue/location of an organization/entity per submission period.

Can one applicant (individual/organization) submit separate applications for events occurring in different locations?

No, only one application may be submitted. However, the proposal can include multiple events.

Can I apply for this grant to support events/activities that have already occurred?

No, the grant cannot be used to support events/activities that have already occurred.

BUDGET

What should the funds be used for?

Grants funds should be used for activities that promote peace, safety, encourage community cohesion and empowerment and/or implement prevention, intervention and trauma responses geared toward violence reduction and promotion of positive lifestyle choices.

Can funds be used for personnel costs?

Grant funds may be used to support personnel (on a limited basis) and non-personnel costs. All budget plans will be evaluated for alignment with proposal described in application.

Can I pay for budgeted items with cash?

Cash can be used to pay for items and services; however a receipt must be retained. If you are paying an individual directly for services (i.e. cooking or clean-up) cash should not be used. You **must** utilize a form of payment that produces a receipt; i.e. a money order or cashier's check. The memo section must specify the recipients' name and service(s) rendered. If you are giving away prizes/incentives cash **cannot** be used; gift cards may be used as an alternative. **All receipts and invoices must be submitted and total the full amount of the grant award.**

AWARDS

How are funds disbursed?

Funds are disbursed in full via check after all required paperwork is signed and processed. Receipts/ invoices must be provided for all budgeted expenses.

When will I receive the awarded funds?

Funds are disbursed to awardees at the Safe the in City Grant Orientation presented by the OPGV staff.

After my proposal has been awarded, how long will it take to receive the awarded funds?

Checks are distributed at the SICG orientation, which occurs within 4 weeks after the submission period ends.

Can lost/stolen checks be replaced?

If your check is lost/ stolen you should contact the OPGV staff immediately to have the check voided. Additional requirements may be necessary before a new check may be issued.

I need my check re-issued under a new name. What do I do?

Please contact the OPGV immediately for further instructions.

I was awarded but did not receive the full amount that I requested.

Grant awards are issued based on the availability of funding and the desire of the OPGV to maximize the number of grants awarded.

IMPLEMENTATION

I need to make changes (date, location, and budget) for my event. What should I do?

Any modifications to the original date, location and budget described in your application must be communicated in writing to the OPGV staff.

Can I use the OPGV logo on my promotional materials?

Yes, grantees should recognize the OPGV contribution and support where reasonable. You can also tag us @CrimJusticeNYC and #SafeintheCityNYC.

Can the OPGV provide me with support staff and services to assist with my event?

No, the OPGV cannot provide grantees with staff or services for their proposed events. Guidance may be provided to direct grantee to potential resources that can assist in those areas. Procurement of those resources is the responsibility of the grantee.

As a recipient of the SICG, how should I refer to the OPGV- as a funder, sponsor or partner?

The OPGV is a funder and supporter of the recipient via this grant.

I need a permit or clearance for my event, can the OPGV help me obtain one or get fees waived?

To acquire any required permits or clearances recipients must adhere to the policies and procedures of the issuing agency/office, including any associated fees. **It is the sole responsibility of the recipient to obtain any and all permits and clearances. The OPGV is not responsible for assisting with or providing any permits or clearances.**

CLOSE OUT

I completed my event, where do I find the closing report?

The closing report will be emailed to each grantee upon completion of their event. If you do not receive it, please contact the OPGV staff immediately.

Am I required to submit a closing report?

Yes, all awardees are required to submit a closing report along with supporting documents (receipts & invoices) within 4 weeks after completion of funded event to comply with the terms of this grant.

When do I submit my receipts/invoices for items purchased with the grant funds?

Copies of all receipts/invoices for items purchased with grant funds **must** be submitted with the closing report within 4 weeks after the completion of your event. **Receipts and invoices must total the full amount of the grant award.**

What happens if I do not submit all of the required documentation?

Failure to submit all of the required documentation will result in exclusion of you and/or your organization from future grant consideration.

ASSISTANCE

Who will provide technical assistance during this process?

Technical assistance can be provided by the OPGV staff during the application and closeout processes. Staff will be available to answer questions and provide guidance during implementation where possible.

Where should I direct my inquiries regarding this grant?

All inquiries can be emailed to SafeintheCityGrant@cityhall.nyc.gov