NEW YORKERS FOR BETTER NEIGHBORHOODS
GRANT APPLICATION

Application Deadline: January 31, 2011

Have a great idea for a community improvement project?
Apply for a New Yorkers for Better Neighborhoods Award!

Through New Yorkers for Better Neighborhoods, **Citizens Committee for New York City** awards grants of $500 to $3,000 to volunteer-led groups to work on community improvement projects.

We believe that people can make important change happen on their streets and in their communities by working together. We support New Yorkers across the city in their efforts to build stronger communities. In addition to small grants, we offer one-on-one project planning assistance and skills-building workshops

Our grants are provided to you through the generous support of the following contributors:

The Bank of America Charitable Foundation, Inc.	Bloomberg
CA Technologies	HSBC Bank USA, NA
JPMorgan Chase	Mollie Parnis Livingston Foundation
New York Community Trust	The Wachovia Wells Fargo Foundation
Aetna	The Fred L. Lavanburg Foundation
The John A. Reisenbach Foundation	

Guidelines

Applications are accepted from volunteer-led groups based in neighborhoods in all five boroughs of New York City. Groups may be long-standing, newly established or in the process of forming, and are not required to have 501(c)(3) status. Groups without this status will need a fiscal conduit or a bank account if a grant is awarded.

Our grants are <u>not</u> for: individuals; for-profit projects; businesses; organizations with paid staff; religious, fraternal, and partisan organizations; groups with an annual budget greater than $40,000; projects affiliated with staffed organizations.

Submitting an application is easy: Describe a project to strengthen your community that can be carried out within a six month time period. Estimate how much it will realistically cost and request a grant amount that accurately reflects that cost. The requested amount must be matched with time that community volunteers contribute to the project (each volunteer hour is valued at $26)

We look for projects that are: clear and thoughtful; address important community concerns; contribute to building stronger communities through neighbors working together; and result in concrete and sustainable improvements.

Citizens Committee staff may contact you with questions about your application. Upon completion of a group's project, we will conduct a simple final report interview. Groups will also be required to submit receipts for costs associated with the project.

Applications are accepted once a year, and must be submitted on-line via our website, e-mailed, postmarked, or faxed by **January 31st, 2011**. Applicants will be notified of grant decisions in March, 2011.

In addition to grant funds, your group is also 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 access items from our Loan Library, including an amplifier and microphone system, camcorders, a DVD projector, and canopies. We can also connect you with other resources. You do not have to be a grant recipient to receive these services.

We are happy to answer questions about the application. Contact Arif Ullah or Saleen Shah at 212.822.9580/9566 or grants@citizensnyc.org.

To learn more about us, visit our web site: www.citizensnyc.org, and fan us on Facebook: facebook.com/citizensnyc

Application

Please respond to all the questions, following the same order as this application. Date the application and title it: "New Yorkers for Better Neighborhoods Awards." Beginning in Section 3, the questions focus on only the one project for which you are seeking a grant. Please respond with details relevant to that *project* and not the overall work of the group.

Send your application to Arif Ullah:
By mail: Citizens Committee for New York City
32 Old Slip, 33rd FL., New York, NY 10005
By email: grants@citizensnyc.org By fax: 212.989.0983

Section 1: General information

1.   What is your group's name?

2.   What is your project's name (if any)?

3.   Please list two contact names for your group, including primary phone numbers and emails.

4.   What is the employment status of the contacts you listed in question 3? Select one of the following:

        Employed full-time   Employed Part-time
        Self-employed   Retired
        Student   Unemployed

        (Note that your response does not influence our evaluation of your application)

        If employed full-time or self-employed, please give employer/business name for both contacts.

5.   What is your group's mailing address?

6.   Is the mailing address in the neighborhood in which the group works? If not, list an address in this neighborhood. (Mail will not be sent there).

Section 2: Tell us about your group

1.   What neighborhood(s) and borough(s) does your group work in?

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

3.   If your group is new, is this the first project it is undertaking?

4.   Does your group have 501(c)(3) status? *(Note: groups are **not** required to have this status to receive funds from Citizens Committee. If your group's 501(c)(3) application is pending, please state that)*.

5.   If your group is on the web (Facebook, website, blogs, etc), please list the URLs.

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

7.   Please list all sources of *cash* funding that your group has received in the past year – indicate the sources and the amounts, and add the total. *Be sure to include membership dues, funds raised at events, government funding, private donations, etc. If your group has not received any cash funding in the past year, please state that.*

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

9.   Please describe your group's purpose, history, and accomplishments (maximum two paragraphs).

10.   List your neighborhood's:

Community Board Number	Council Member
State Senator	Assembly Member
Congressional Representative	

If you do not know the above information, please call 311.

Section 3: Tell us about your project. *Please note that from this point forward, all the questions relate to the specific project for which you are submitting this application, and not to your group as a whole.*

1.   Please indicate two quality of life issues your project will address from the following list:

Health- nutrition	Health- exercise
Safety	Noise
Schools/Education	Recreation & Arts Access
Youth Development	Beautification or Green space access
Environment	Housing Access/Affordable Housing

2.   Who does this project aim to serve? Please use the following list and indicate all that apply, and add any others:

Female	Male
Transgender	Youth(ages 5-18)
Adults (ages 19-59)	Seniors (ages 60+)
African-American	Non African-American Black
Non Hispanic White	Native American
Hispanic	White
Asian	South Asian
Arab	Caribbean-Indian
Native-American	Multiracial

3. Briefly describe your project. Be sure to include its goals and the overall impact you expect it to have (maximum three paragraphs).

   If your project aims to change a physical space, please attach a "before" picture of the space you want to convert. Also, indicate the approximate square footage or size of the space being transformed (for example: one lot, two blocks, a 50- unit building).

4. What need in your community will this project fill?

5. How will you measure the success of this project? How will you make sure the success of the project is sustainable?

6. Please provide a work plan and timeline for your project. *If your project centers on a single event on a particular day (or days), please make sure to detail the steps leading up to the event and the approximate date of the event. Below is an example of how to organize your work plan and timeline.*

Task	Completion Date	Responsible Person(s)

Section 4: Project budget and requested grant amount

1. Tell us how much your project will cost and how much your group is requesting from Citizens Committee. Please detail all the cash expenses related to your project. Below is an example of what your budget should look like:

Item	Unit Cost	Quantity	Total
e.g. Shovel	$25	2	$50
Total Budget:			
Total amount requested from Citizens Committee:			

2. If you expect to get any items donated, please list them here, including source of donation and estimated dollar amount. For example, donations of equipment, materials, space, etc.:

Item	Source/Donor	Estimated Dollar Value
e.g. 1,000 lbs compost	Green Thumb	$100
Total:		

Section 5: Match your grant request with community involvement

1. Please list all volunteers who will be participating in the project (include yourself), the number of hours they will be contributing, and add the total.

Section 6: Other ways in which we can work together

Please note that your responses to the questions below do not influence our decision about your application.

1.   How did you hear about Citizens Committee? Feel free to use the list below.

Community Board	Elected official
Community event	Newspaper - which one?
Friend/Colleague	Another organization - which one?
Blog - which one?	Community Council
Borough President	Internet - what site?
Word of mouth	Radio/Television - which station?
Other?	

2.   Citizens Committee has access to corporate volunteers who are interested in volunteering in community projects.   Would you be interested in having a group of volunteers help you with your project?

3.   Would your group consider placing a Citizens Committee banner or other signage at your event if appropriate?

4.   We sometimes receive requests from our donors to visit projects we support. Would you be interested in potentially hosting a visit?

Congratulations, you've completed the application!

For more information, visit us at www.citizensnyc.org or fan us on Facebook: facebook.com/citizensnyc