

APPLICATION GUIDELINES – Please Read Carefully

Applications are accepted from unstaffed resident-led groups based primarily in low-income neighborhoods across NYC. Examples of such groups include: block associations, tenants associations, 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 **neighbors working together** to: make healthy food available in their communities; build rain harvesting systems; initiate art projects; transform empty lots into community gardens; organize tenants to advocate for better housing conditions; and start school recycling programs.

Our grants are not for: individuals; for-profit projects; businesses; organizations with paid staff; fraternal and partisan organizations; groups with an annual budget of greater than \$40,000; **religion-based initiatives; projects of staffed organizations and religious organizations.** **We also do not fund the following items:** rent, utilities, web hosting and development, 501(c)(3) application fees, salaries, speaker honorariums, luxury items, audio/visual equipment, subscriptions, back-to-school items, block parties, and computer equipment.

Submitting an application is easy: Describe a project to strengthen your community or public school and that can be carried out within ten months. Estimate how much it will realistically 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 must be submitted on-line via our website, e-mailed as a PDF file or Word document, mailed, or faxed by 11:59pm, **January 23, 2017.** Applicants will be notified of grant decisions by late April 2017. 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.

In addition to grant funds, 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 access items from our Loan 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.

We're happy to answer questions about the application. We can also offer feedback to **final draft** applications submitted by January 6 to Shawn Whitehorn 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: 212.822.9563.