



Overview and Eligibility

The New York City Workforce Development Fund (the Fund) was established in 2001 in The New York Community Trust to promote robust, coherent, and effective workforce development systems to enable all New Yorkers to engage in high quality work. Currently, 12 foundations and corporate philanthropies participate: Altman Foundation, Capital One, CD&R Foundation, Deutsche Bank Americas Foundation, Ira W. DeCamp Foundation, Robin Hood Foundation, Siegel Family Endowment, Solon E. Summerfield Foundation, The New York Community Trust, The Carroll and Milton Petrie Foundation, The Pinkerton Foundation, and The Harry and Jeanette Weinberg Foundation.

The New York City Workforce Development Fund Request for Letters of Interest (LOI) invites the following public agencies to submit LOIs:

1. New York City Department of Small Business Services.
2. New York City Department of Youth and Community Development.
3. New York City Economic Development Corporation.
4. New York City Housing Authority.
5. New York City Human Resources Administration.
6. New York City Department of Transportation.
7. New York City Mayor's Office for Economic Opportunity.

Grantmaking Focus

Working with City government to create a well-functioning workforce development system that is accessible to and helps all low-income New Yorkers move into high-quality jobs is a long-sought goal of the Fund. Through this LOI, the Fund seeks proposals that will help the above referenced public agencies:

1. Secure federal or state funding for workforce development efforts.
2. Work with employers to identify the training requirements for new, high-quality occupations (e.g. clean energy careers that will require new skills) and develop credentialing courses and programs.
3. Develop programs that support the employment goals of migrants, immigrants, asylum-seekers, and refugees.

Funding may be requested for consultants, regrants, training stipends, and supportive services. ***The Fund will not support the salaries of agency staff.***

Submission Materials

Agencies may submit *one* Letter of Interest. Each submission must include:

1. A narrative, no more than 3 pages in length, including:
 - a. Description of proposed project, major project activities, and project goals;
 - b. Description of intended impact;
 - c. Description of project milestones;
 - d. Plan for measuring and evaluating outcomes; and
 - e. Plan for sustaining the project beyond the grant period.
2. An itemized project budget listing government funding to be leveraged for the project.

Submission Dates and Review Criteria

1. This opportunity is by invitation only. The Fund will only review submissions from the agencies listed above.
2. Grant proposals will be evaluated on a competitive basis using the following criteria:
 - a. Clarity of project description including anticipated impact.
 - b. Alignment with the New York City Workforce Development Fund's mission and the grantmaking goals described above.
3. All proposals are to be submitted electronically through The Trust's Grant Portal and are due by 5:00 pm (EST) on Friday, April 12, 2024. Details are provided in the Submission Process section below.
4. New York City Workforce Development Fund grants will range from \$75,000 to \$400,000. The maximum any applicant may request is \$400,000.
5. Grants will cover a 12- to 18-month period for projects beginning in 2024.
6. Awards may vary from what is requested and a submission does not guarantee funding.

Submission Process

1. Combine the narrative and budget described in the Submission Materials section into a single PDF of no more than 25 MB in size, and name it in the following format: "Agency Name.pdf".
2. Go to The New York Community Trust's Grants Portal and apply to the New York City Workforce Development Fund Request for Letters of Interest:
<https://proposals.nycommunitytrust.org/Home/ThreeChoices>.

3. Complete the LOI form and upload your narrative and budget.
4. You will receive an email confirming submission of your Letter of Interest. Please note that The Trust's communications about the result of your submission will be by email, whether notification of a decline or grant. Please add noreply@nycommunitytrust.org to your address book so important communications do not get caught in spam filters.
5. You must submit your application to the Grants Portal by 5:00 pm (EST) on Friday, April 12, 2024. Grant award decisions will be made by July 15, 2024.
6. We encourage you to reach out to Judith Smith, manager of the New York City Workforce Development Fund, with any questions (jms@nyct-cfi.org).