

THE NEW YORK  
COMMUNITY TRUST



909 Third Avenue, New York, NY 10022  
T: 212-686-0010 F: 212-532-8528  
www.nycommunitytrust.org

## **New York City Workforce Development Fund Call for Letters of Interest**

### **Overview**

The New York City Workforce Development Fund (The Fund) in The New York Community Trust was established in 2001 as a regional funder collaborative to promote a robust, coherent and effective workforce development system that enables all New Yorkers to engage in high quality work. The Fund is guided by an Executive Committee of 10 contributing foundations and corporate philanthropies that pool resources, set priorities, and make joint decisions to support projects.

Since 2001, The Fund has raised more than \$16 million from contributing members to support demonstration projects, field-building efforts, policy and advocacy activities, and public-private partnerships. The Fund has also worked with the City of New York's Small Business Services agency to integrate employer-driven strategies into the public workforce system through successful initiatives such as the New York Alliance for Careers in Healthcare and the NYC Tech Talent Pipeline.

### **Request for Letters of Interest**

The workforce development sector is challenged to meet the needs of New Yorkers who experience unemployment, underemployment, poor work conditions, unfair wages, and weak labor protections. The COVID-19 pandemic and subsequent economic crisis have compounded these challenges and made the transition to higher-wage and better jobs even more urgent. Not only have low-income New Yorkers borne the brunt of the pandemic, but they are more likely to face bias because of race, gender, immigration or housing status, disability, history with the criminal justice system, or age. In response, The Fund invites Letters of Interest for projects that address systemic and/or structural barriers to quality jobs for low-income New Yorkers. The Fund strongly encourages organizations serving underrepresented communities to apply.

*Competitive submissions should seek to:*

- Strengthen pathways to quality jobs for low-income New Yorkers, especially those in industries and communities most affected by the COVID-19 crisis.
- Support strategies—including bridge, upskilling, credentialing, and automation resiliency models—that move low-wage workers into higher wage jobs.
- Improve the quality of low-wage occupations, including adaptations of occupations and/or industries most affected by COVID-19.
- Build the capacity of workforce and education organizations to prepare for the future needs of the labor market, deploy sector-based strategies, and/or work productively with employers.

The Fund welcomes Letters of Interest for capacity building; policy and advocacy; direct service; and research, data, and evaluation projects with an emphasis on systems-level or systems-change strategies.

### **Submission Guidelines, Evaluation and Notification of Awards**

#### ***Submission Guidelines***

Applicants may submit *one* Letter of Interest and must be a 501(c)(3) nonprofit (or have a 501(c)(3) as a funds administrator) operating in the five boroughs of New York City, a City University of New York Community College, or a division of the City University of New York central office.

Grant awards will range from \$50,000 to \$250,000 for a 12- to 18-month period.

*Letters of Interest should include the following:*

1. A three-page narrative (in 12 pt. font) including:
  - a. Organization(s) involved;
  - b. Summary of lead organization’s mission, history, and record of accomplishment in delivering workforce development programming, advocacy, or research;
  - c. Description of proposed project, as well as the project goals and activities required to reach those goals;
  - d. Description of how the project will advance The Fund’s mission to promote a robust, coherent and effective workforce development system for low-income New Yorkers;

- e. Plan for measuring and evaluating outcomes; and
- f. If applicable, a description of the job quality metrics prioritized by the project.  
(Applicants are encouraged to use the [National Fund for Workforce Solutions](#) and [Good Jobs Institute](#) job quality frameworks as a guide.)

2. A project budget listing personnel, other program, and administrative expenses and sources of revenue, including foundation, government, and corporate funders. For other sources of revenue, please specify the amount of each grant award and if the award is committed or pending.

Prepare your Letter of Interest and budget and combine them into a *single PDF* saved with the filename format "Organization Name.pdf".

### ***Evaluation***

This is a competitive opportunity and not all qualifying or meritorious proposals will receive grants. The Fund will prioritize projects that advance multiple organizations; bridge the system's stakeholders; or support partnerships between nonprofit organizations, community colleges, research organizations, city agencies, and/or employers. Letters of Interest will be evaluated by The Fund's Executive Committee according to the following criteria:

1. Alignment with The Fund's mission and strategic priorities;
2. Potential to effect systems-change and/or potential benefit to the field of workforce development nonprofits; and
3. Inclusion of multiple stakeholders.

### *Notification of Awards*

Applicants will be notified by email if the submission is of interest to The Fund and may be asked to provide additional information. Site visits and follow-up phone calls for clarification may also be necessary. Grant decisions will be announced by fall 2021.

*Please direct all questions about this solicitation to Judith M. Smith, coordinator of the New York City Workforce Development Fund, at [nycworkforcefunders@gmail.com](mailto:nycworkforcefunders@gmail.com).*

### **New York City Workforce Development Fund Executive Committee**

The New York Community Trust  
The Pinkerton Foundation  
Altman Foundation  
The Carroll and Milton and Petrie Foundation  
James and Judith K. Dimon Foundation  
Deutsche Bank  
Ira W. DeCamp Foundation  
Mizuho USA Foundation  
MUFG Union Bank Foundation  
The Harry and Jeanette Weinberg Foundation