Roosevelt Island Public Purpose Fund
Call for Proposals
February 2023

The Roosevelt Island Public Purpose Fund (The Fund) in The New York Community Trust is now accepting proposals from Roosevelt Island nonprofits that provide direct services or benefits to Roosevelt Island residents.

Background

The New York Community Trust (The Trust) is a public charity founded in 1924. As a grantmaking foundation, The Trust connects past, present, and future generous New Yorkers with vital nonprofits working to make a healthy, equitable, and thriving community for all.

The Roosevelt Island Operating Corporation (RIOC) was created in 1984 by the State of New York as a public benefit corporation with a mission to plan, design, develop, operate, and maintain Roosevelt Island. After the construction of Manhattan Park, a public purpose fund was established in lieu of the developers paying sales tax on construction materials. In 1989, RIOC began providing public purpose funding to local nonprofits to benefit Roosevelt Island residents and enhance their quality of life. In January 2022, RIOC asked The Trust to administer the public purpose grants and created the Roosevelt Island Public Purpose Fund (The Fund) in The New York Community Trust to administer its public purpose funding (PPF).

The Trust is issuing this request for proposals from Roosevelt Island nonprofits. The Fund also will provide a series of management workshops from Community Resource Exchange (CRE) to strengthen Roosevelt Island nonprofits.

The Opportunity

The Fund expects to award $300,000 through two-year grants of up to $40,000 ($20,000 per year) to nonprofits currently operating regular, ongoing programming on Roosevelt Island. Grant funds will support programs or projects that provide important services—including, but not limited to, educational opportunity, artistic and cultural enrichment, improved health, or a better environment—for the Roosevelt Island community. Priority will be given to projects that reach underresourced communities on the Island, and that have plans for long-term engagement and intervention with project beneficiaries.

Eligibility

To be eligible, nonprofits must:

✓ Be a public charity incorporated or registered to do business in the State of New York that is tax-exempt under IRS section 501(c)3, or a fiscally-sponsored program of such an agency;

✓ Demonstrate adherence to good financial practices (e.g., no negative net assets, balanced budgets); and

✓ Have a board of directors with at least four unrelated members, with no more than one paid staff person as a voting member of the board. (A specific exemption to this rule applies to hospitals and medical associations.)

Ineligible for funding are:

- Requests from government-related entities;
- Requests for general operating support (note that administrative costs associated with your proposed project are allowable and encouraged);
- Capital project support requests;
- Efforts that solely benefit one individual or family;
- Projects that fail to provide sufficient benefits to the Roosevelt Island community at large;
- Sponsored fundraising events.

Application Deadline

Proposals must be submitted electronically no later than **5 pm EST on Wednesday, March 15, 2023** on The New York Community Trust's Grants Portal, which is accessible online at https://proposals.nycommunitytrust.org/.

Proposal Materials

A complete proposal will include a proposal narrative, project budget, annual operating budgets and financials, and a board list. All materials should be combined and saved as **a single PDF less than 25 MB in size**.

☐ *Proposal narrative*

Prepare a narrative of up to six pages using 12-point font with 1" margins, responding to the following questions:

1. What is your agency's background (history, mission, major activities, and credentials for carrying out the project for which you are requesting funding)?
2. What is the problem or service gap on Roosevelt Island that you plan to address?
3. What is your proposed **two-year** project to benefit Roosevelt Island residents? Include:
   a. Goals and objectives—what do you aim to accomplish in year one? In year two?
   b. Planned activities—what activities will you undertake to accomplish your goals? Be specific, describe concrete actions, and **describe the two-year timeline for your project**.
   c. Population served—what communities will you serve through this project? Be specific and include any demographic information or other characteristics.
   d. Expected results—what change do you expect to see as a result of your project?

e. How will you sustain the project or program in the long term and after the grant period ends?
4. If you received a grant from the Roosevelt Island Public Purpose Fund in 2022, please provide <u>up to one additional page</u> describing progress made toward meeting the grant results described in your original proposal. (If you were not a grantee in 2022, disregard this question.) Your narrative should address the below:
   a. What were your proposed activities supported by last year's PPF grant?
   b. What have you accomplished toward meeting your goals? Describe your activities and results.
   c. What challenges did you encounter, if any, and how did you address them?
   d. Which Community Resource Exchange workshops did you find most meaningful or relevant to your work? What other areas of nonprofit management are you interested in learning more about?
   e. Indicate how much of the grant you have spent and plans for expending any remaining grant funds by April 28, 2023.

☐ *Project budget*

Include an <u>itemized</u> project budget that reflects the full expenses for carrying out the project (as opposed to just the amount requested), and income. Include any other funding sources (received and anticipated) under income. You may include in-kind income and expense. As your project should cover a two-year period, we recommend that you break down your project budget year by year.

Your project budget should be less than your annual budget. The review committee may choose to adjust grant allocations from the proposed request.

☐ *Annual operating budgets and financials*

Provide your organizational operating budget—including income, expenses, and net assets—for the last year and the current year. If net assets are negative, please provide an explanation for how the situation will improve. Fiscally sponsored organizations should provide the operating budgets for both their own organization and the funds administrator.

☐ *List of board of directors, including affiliations*

Provide a list of your board of directors with their affiliations. The Trust generally requires that a board should have at least 4 members; all board members should be unrelated; and no more than one board member should be a paid staff member. Fiscally sponsored organizations should provide the board list for only the funds administrator.

☐ *OPTIONAL: Electronic work samples or videos*

You may, if you choose, include up to 3 hyperlinks, or URLs, to electronic work samples and/or video material such as excerpts of a performance or promotional materials on your website. Videos must not be longer than 3 minutes. Links must be included in your PDF submission; any electronic work samples or videos sent outside your PDF submission will not be passed along to the review committee.

How to Submit

Please gather all proposal materials and be ready to upload and submit them before applying online, as the application must be completed in one session and the system will time out after one hour of inactivity. We recommend looking at the electronic application form and preparing your answers for the cover sheet prior to beginning the submission process.

1. Go to The Trust's Grant Portal at https://proposals.nycommunitytrust.org/.
2. Click on the "Apply Here" button at the bottom of the page.
3. Under "Available LOIs," find "**Roosevelt Island Public Purpose Fund**," and click on the "Apply" button.
4. Complete the cover sheet questions and upload your proposal materials, which should be saved as **<u>a single PDF no more than 25 MB</u>**. Click "Submit" to submit your application materials.

Review Criteria & Process

Proposals will be evaluated on a competitive basis by an independent review committee of Roosevelt Island community members who live, work, or volunteer on the Island. Review committee members will remain anonymous until after awards are announced. Priority will be given to organizations that:

1. Currently operate on Roosevelt Island;
2. Have been in existence for at least two years;
3. Have an annual operating budget that is under $10 million;
4. Demonstrate a history of commitment and proven track record of serving Roosevelt Island residents;
5. Fill a critical gap in services to underresourced communities—including low-income families, people with disabilities, and communities of color—on the Island;
6. Clearly articulate outcomes, activities, and timeline, as well as plans to measure the project outcomes in their proposals; and
7. Aim for long-term engagement and intervention, and have concrete plans to sustain project activities over time.
8. If a previous recipient of public purpose funds, satisfactorily accomplished or is on track to accomplish the goals of their last project.

Applicants are not guaranteed an award and may not receive the full amount requested in their proposal. Grant recipients may be asked to provide a revised budget reflecting any reduction in awarded funds from the initial request.

Trust staff may request follow-up meetings with nonprofit applicants after all proposals have been received to learn more about the organization and the proposed project.

Award Notification

Notification of award status will be made by email in May 2023. Grant recipients will provide ACH (electronic banking) information via a secure DocuSign process.

Grant awards may be paid in two installments. Payment of the first installment will be paid once the signed grant letter and ACH information are received. An interim report narrative and financial report will be required from grantees after the first year of the grant. The second installment will be payable in May 2024 subject to receipt of a satisfactory interim report from grantees and second year funding from RIOC to The New York Community Trust. A final report narrative and financial report will be due at the end of the grant period, in 2025.

Note that if a grantee received an award from the Fund in 2022, they also must submit a satisfactory final report for their 2022 grant before payment in 2023 is made.

Please add noreply@nycommunitytrust.org and docusign@nyct-cfi.org to your address book so that our communications do not get caught in your spam filters.

Nonprofit Management Workshops

All applicants to the fund will be invited to participate in a series of interactive nonprofit management workshops and peer-learning sessions provided by Community Resource Exchange (CRE) at no cost to the nonprofit. CRE is one of the city's most distinguished nonprofit consultant agencies, serving hundreds of nonprofit clients each year. **Participation in the workshop series is strongly encouraged for all grant applicants**. Spaces are limited to this rare opportunity and participation will be on a first-come, first-serve basis subject to capacity. Workshops will take place on Zoom starting in summer 2023. Participating agencies must be nonprofits based on and operating on Roosevelt Island. Workshops will offer participants training in practices such as fundraising, strategic partnerships, and communications.

Questions

All prospective applicants should direct any and all inquiries about grants to The New York Community Trust. Please do not contact staff at RIOC about this opportunity.

Julia Chang, Philanthropic Initiatives Officer at The New York Community Trust, is your primary contact and will be happy to answer any questions. She also can address any technical issues that may arise during your submission process on the grants portal. Reach her at jtc@nyct-cfi.org.

Schedule

February 1	Grants portal is open for applications.
February 9, 3:00 pm ET	An informational webinar will be held via Zoom for interested applicants.
	To RSVP, please email jtc@nyct-cfi.org with your name and the name of your organization, letting us know that you would like to attend. Your participant link will be sent to you.
March 15, 5:00 pm ET	Proposals are due in The Trust's grants portal.

March	Trust staff may contact applicants for clarifying information and schedule site visits.
April	Review committee conducts review and evaluation, and makes grant recommendations.
May	Grant awards and decline notices sent to all applicants. Applicants are invited to participate in nonprofit management workshops.

Frequently Asked Questions

What materials do I need in my application?

The application should include:

- Proposal narrative (up to 6 pages); if you received a PPF grant in 2022, this proposal narrative must also include a one-page response (for a total of up to 7 pages) to question #4, about your 2022 grant
- Two-year project budget
- Annual operating budgets and financials for both the last year and the current year (if you are fiscally sponsored, provide these for both your own organization and your funds administrator)
- List of board of directors, with their affiliations (if you are fiscally sponsored, provide this for only your funds administrator)
- *OPTIONAL:* Up to 3 links to electronic work samples or video material that cannot exceed 3 minutes

Do my financials and board list count toward the page limit?

No, they do not. The page limit applies only to your proposal narrative. Nonprofits that received a PPF grant from The Trust in 2022 will have 7 pages allotted for their narrative to report on last year's grant. All other applicants will have 6 pages for their proposal narrative. The financials, board list, and hyperlinks are additional.

What period should my project budget cover?

Your project budget should cover two years, beginning in May 2023, and ending in April 2025.

How will grant payment work if I am awarded a grant for my two-year project?

If you are awarded a grant, payment will be made in two installments, subject to The New York Community Trust's receipt of a satisfactory interim report and financial report from you, and second-year funding from RIOC to The Trust in 2024. You will receive the first half of your grant award payment in May 2023. For example, if you are awarded a two-year, $40,000 grant, you will receive $20,000 in May 2023; pending receipt of your satisfactory interim report and transfer of funds from RIOC, you will automatically receive another $20,000 in May 2024.

If I do not apply in 2023, can I apply in 2024?

No. There will be no applications accepted in 2024. Applicants in 2023 are submitting competitive proposals for two-year projects that are expected to result in funding for 2023 and 2024. The goal is to simplify and streamline the application process for nonprofits. The less time nonprofits spend on grant applications, the more time they have to do their work!

Can I include administrative costs in my project budget?

Yes. We expect and encourage every project budget to include staff time and overhead costs. Overheard costs in your project budget can be included at a percentage commensurate with your project's relationship to your total organizational budget.

If your staff is unpaid, you should still include in-kind expense and income for the value of their donated time.

What are capital project costs? Can equipment purchases be included in my project budget?

Brick and mortar capital projects will not be funded, as these grants are generally small. However, equipment purchases are an allowable project expense if they ensure a group can deliver its service.

Can I apply for funding for an existing program?

Yes. This program will make project grants to both existing and new programs. Nonprofits can submit applications for existing programs that they have run in prior years.

What is the board requirement? What if I don't meet the board requirement?

The New York Community Trust's institutional policy requires that grantee nonprofits must have at minimum four independent board members, only one of whom should be a paid staff member. We use the Better Business Bureau's (BBB) standards to guide this policy but are more flexible than their recommendation of five, to accommodate smaller and newer organizations. If your organization does not meet this board requirement, you are welcome to apply using a funds administrator who does meet our eligibility requirements.

What if I'm not yet a 501(c)3, but my organization serves Roosevelt Island? Can I still apply?

Organizations that provide direct services or benefits to Roosevelt Island but are not yet incorporated as a 501(c)3 can apply under a funds administrator (e.g., fiscal sponsor) who meets eligibility requirements.

What is the grant period? What is the period in which my grant funds should be spent?

The grant period for this cycle will be from mid-May 2023 to late April 2025. Your grant funds should be used within this period. For example, the grant should not support a project that will take place before the grant period starts (i.e. activities that take place in April 2023 are ineligible).