



The New York Community Trust

LONG ISLAND UNITARIAN UNIVERSALIST FUND

Request for Proposals (RFP)

Deadline: August 5, 2025

OVERVIEW

The Long Island Unitarian Universalist Fund (“The LIUU Fund” or “The Fund”), a field-of-interest advised fund at The Trust, supports organizations based on Long Island or those with strong programs on Long Island led by individuals directly affected by the issues they aim to address. LIUU Fund focuses on advancing social change by promoting environmental, economic, and social justice, as well as redistributing wealth, power, and resources. The Fund supports projects and programs that advance the following Unitarian Universalist goals:

- Protect and repair the environment and all beings from exploitation
- Transform inequitable systems into equitable ones
- Dismantle racism and/or other forms of systemic oppression recognizing their intersectionality
- Protect the civil rights of Black, Indigenous, and other people of color, immigrants, women, people with disabilities, LGBTQIA+ individuals and others experiencing discrimination, exclusion or unequal treatment
- Support an inclusive democratic process.

Established by the Veatch Program at Shelter Rock in 1992, the LIUU Fund is committed to driving lasting, systemic change. The Fund is guided by an advisory committee that represents Unitarian Universalist congregations throughout Long Island and typically awards grants of \$15,000 to \$25,000.

SUBMISSION MATERIALS

Applicants may apply for either program specific support OR general operating support. General operating support grants will be considered for organizations that work solely on Long Island, have received LIUU Fund grants for at least three years, have submitted all required final reports, and have secured revenue covering at least 50 percent of their projected organizational expenses.

All applications must be submitted electronically through The New York Community Trust’s Grantseeker Portal no later than 11:59 pm ET on August 5, 2025. To apply, you will need to combine the following materials into a single PDF (no larger than 25 MB and all pages must be typed using a minimum 12pt font, single-spaced on 8 ½ x 11 paper):

- A list of your board of directors, including professional affiliations. The Trust – Long Island requires that a board have at least four members; all board members should be unrelated, and no more than one board member should be paid (typically the paid staff head).
- Proposal Narrative (**separate instructions for project support and general operating support below**)

- LIUU Fund Program Income & Expense Budgets, click [here](#)
 - For a sample of line item details (see example [here](#))
- Your current year's annual operating budget. (**Requests for general operating support should include expected revenue.**)
(If the applicant is a university or municipality, submit the operating budget for the specific department only.)

You do not need to submit a Form 990/Financial Audit unless requested.

IF YOU ARE APPLYING WITH A FUNDS ADMINISTRATOR, PLEASE INCLUDE THE FOLLOWING:

- A letter signed by the Executive Director of the Funds Administrator stating agreement to serve as Funds Administrator for the applicant that includes an explanation of the relationship to the applicant, and disclosure of any fees charged (if applicable).
- Current board list of funds administrator's organization.

SUBMISSION INSTRUCTIONS

1. Combine the requested materials listed above into a single PDF and save the file using the naming format "Organization Name.pdf."
2. Complete a cover sheet for the [Long Island Unitarian Universalist Fund RFP](#) and upload the single PDF.
3. Once the combined PDF is uploaded, click the certification box at the end of the cover sheet and click submit.

IMPORTANT INFORMATION

- ❖ Do not modify or substitute LIUU Fund budget forms.
- ❖ Only one application per organization per calendar year is permitted.
- ❖ If you have a current grant, you are **not** eligible to submit a new funding request for LIUU Fund funding until your program/project has been completed, funds have been fully expended, and a final report has been submitted.

TIMELINE

Grant applications received in the Grantseeker Portal by 11:59 pm ET on:	Decision notifications sent by email no later than:
First Tuesday in January	Beginning of April
First Tuesday in April	Beginning of August
First Tuesday in August	Beginning of December

PROPOSAL NARRATIVE INSTRUCTIONS

Your narrative should NOT EXCEED four pages and should include the following:

Select only one:

☐ **Project Specific Grant**

☐ **General Operating Support Request (instructions below)**

PROJECT SPECIFIC

1. PROBLEM STATEMENT:

- a. Describe the most pressing issues or problems that the community your organization serves is facing. Please include relevant statistics if you have them.

2. ORGANIZATION BACKGROUND:

- a. Briefly describe your organization's mission, social justice agenda, and accomplishments. Please include the strategies and tactics your organization employs to achieve its agenda (i.e., voter engagement, coalition work, policy development and advocacy, public education, direct action).
- b. What is your organization's capacity/expertise for carrying out the project?
- c. Describe your organization's core constituency, how they are involved in the leadership of the organization, and how the organization builds leadership.

3. PROJECT DESCRIPTION & ACTIVITIES:

- a. What change is your project trying to achieve?
- b. Who will benefit from this work and how will they benefit?
- c. Whose behavior do you expect to change?
- d. How will the individuals most affected by the problem be involved in advancing solutions?
- e. What actions will this proposed program or project take? Please put these activities in bullet form with a timeline.

4. CONNECTION TO UU VALUES AND GOALS:

- a. In a clear, concise, and specific manner, describe how the project connects to and will advance [Unitarian Universalist values](#). Please provide a thoughtful explanation, as it holds significant importance for the advisors.

5. EXPECTED OUTCOMES & EVALUATION:

- a. Please explain how you will measure the effectiveness of your activities.
- b. Describe your criteria for success and the results you expect to have achieved by the end of the funding period.
- c. How will the results impact the problem statement you described above?

6. SUSTAINABILITY:

- a. How will you sustain the project after LIUU funding ends?

- b. What happens if you do not receive the full amount you seek from LIUU? Explain how you will cover any shortfall.

GENERAL OPERATING SUPPORT

PROBLEM STATEMENT:

- a. Describe the most pressing issues or problems that the community your organization serves is facing.

ORGANIZATION BACKGROUND:

- a. Briefly describe your organization's mission, vision, and values.
- b. What is your organization's capacity/expertise for carrying out the mission?
- c. Describe your organization's core constituency, how they are involved in the leadership of the organization, and how the organization builds leadership.
- d. What policy or systematic/institutional change is your organization trying to achieve?
- e. Who has benefited from this work and how have they benefited?
- f. Whose behavior has and will continue to change?
- g. How will the individuals most affected by the problem be involved in advancing solutions?

CONNECTION TO UU VALUES AND GOALS:

- a. In a clear, concise, and specific manner, describe how the project connects to and will advance [Unitarian Universalist values](#). Please provide a thoughtful explanation, as it holds significant importance for the advisors.

EXPECTED OUTCOMES:

- a. In the coming year, how will your organization address the problem statement you described above.
- b. What are the key organizational measures and milestones for success during this funding period?