



## Request for funding to defray the cost of administering the NYCT Scholarship Program

*Requests must be received no later than 5 p.m. ET on Monday, March 9, 2026*

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### To apply:

1. Write a brief letter (one paragraph) requesting \$5,000 in general support to defray the costs of administering NYCT scholarships. Save the letter as a PDF using the file name "Applicant Organization.pdf".
2. Complete a **New York City: NYCT Scholarship Administration (Invitation Only) RFP** cover sheet and upload your letter. You will know you have been successful when you see "You have successfully uploaded your PDF" on your screen.
  - a. For purposes of the staff and board ethnicity breakdown, please provide information for the entire institution, not just the department where the work may occur. These fields cannot be left blank. Applications without this information will not be considered.
3. Once uploaded, check the certification box at the end and click submit. You will get an email confirming the submission has been received. This email will include the cover sheet you completed (as a PDF attachment). The email will be sent to the email address entered in the "Information about Person Completing this Form" field on the cover sheet.
4. Please note that The Trust's communications about the result of your submission will be by email, whether notification of a decline or a grant. Please add [noreply@thenytrust.org](mailto:noreply@thenytrust.org) to your address book so important communications do not get caught in spam filters.

As part of our standard due diligence process, Trust staff may gather publicly available information, including your organization's 990 filing. We may also request additional information from you.

If the grant is approved, your Executive Director will receive a grant letter via DocuSign. For questions about this RFP, please contact Kay Holmes at [kgordon@thenytrust.org](mailto:kgordon@thenytrust.org) and Chiara Ricisak at [cricisak@thenytrust.org](mailto:cricisak@thenytrust.org). For questions about the submission process, please contact Marc Schell at [mschell@thenytrust.org](mailto:mschell@thenytrust.org).