



Fund for New Citizens 2018

The Fund for New Citizens in The New York Community Trust is accepting renewal grant proposals from selected 2017 grantees. Funding will be competitive, and grants will be awarded according to the priorities set forth in the Fund's 2017 Request for Proposals (RFP) and based on whether:

1. Activities and accomplishments from the past year made substantial progress toward the advocacy and community education goal(s) identified in the applicant's original 2017 proposal to the Fund; and
2. The activities proposed for 2018-2019 will further progress toward the applicant's advocacy and community education goals and/or toward new goals that respond directly to the current immigration policy environment.

As in the past, the proposed activities may include immigration policy advocacy at the local and state levels, community organizing around immigrants' rights, and/or know-your-rights trainings and emergency planning for at-risk immigrants and their families. Proposed activities should allow applicants to be flexible and responsive to unexpected changes in immigration law, policy, and services.

We anticipate that renewal grants will support work from October 2018 to September 2019, but you may propose a shorter grant period if appropriate. We will not accept proposals for grants lasting more than one year.

Application Requirements

If you would like to be considered for a renewal grant, please compile the following:

- A. A project narrative (please limit to five single-spaced pages and use a 12 pt. font) that includes information about:
 - Your organization's mission and programming.
 - The ethnic group(s) that you serve, the particular challenges your constituents face, and how you are helping to address those challenges.
 - Your goal for the project and the activities you propose to undertake.
 - A brief summary of your progress toward accomplishing the expected results from your original grant (please see the grant letter for a bulleted list of these deliverables). Please feel free to repeat text prepared for the progress report you submitted to The Trust by email in May 2018.

- A list of 3-6 new project deliverables that you plan to accomplish during the coming year.
 - The name(s) of any consultants or organizations you plan to work with.
 - If appropriate, your plan to maintain and sustain the proposed project in the longer-term (i.e., beyond the grant period).
- B. A project budget, including expenses (you may include staff time and other organizational costs) and other sources of revenue.
- C. A list of the board of directors, including years with the organization.
- D. Your 2017 actual income and expense statement and year-end balance sheet, and 2018 projected organizational budget. (Please include sources of income and expenses.)
- E. Your most recent audited financial statement or IRS Form 990.

Submission Process

1. Merge items A-E listed above into a single PDF document, using the following file format: "Organization Name.pdf."
2. Complete a proposal cover sheet in the "Respond to an RFP" tab of the The Trust's Grants Portal, which you can find here: <https://proposals.nycommunitytrust.org/>
To open the proposal cover sheet, find the name of this RFP, "Fund for New Citizens 2018," and click on the "Apply" button. Please make sure that "Fund for New Citizens 2018" is noted at the top of the cover sheet before proceeding.
3. Attach the PDF of your proposal to the completed proposal cover sheet and submit both to The Trust's Grants Portal. (Because you will need to submit the proposal and the proposal cover sheet together, we recommend making sure that your proposal is ready for submission prior to starting the proposal cover sheet.)

Please submit the proposal coversheet and proposal to The Trust's Grants Portal by 5:00 pm on **Wednesday, July 18**. In addition, hard copies of the complete application, including both the proposal cover sheet and the proposal, should be sent by first-class mail, postmarked no later than **Thursday, July 19**, to:

Sheila Dinkins
Fund for New Citizens in The New York Community Trust
909 Third Avenue, 22nd Floor
New York, NY 10022

Grant applications submitted after the due dates will not be considered for funding. Questions about this RFP may be emailed to fundfornewcitizens@nyct-cfi.org. Please include your contact information. Grants will be announced in fall 2018.