



## **2018 Request for Reports and Renewal Proposals**

*Reports on Activities to Date and Proposals for Renewal Support should be submitted by **Friday, September 14, 2018** at 5:00 p.m. EST.*

**Contact:** Gisela Alvarez, Coordinator of DEC, [gkalvarez1@gmail.com](mailto:gkalvarez1@gmail.com), 917-538-3075.

The Donors' Education Collaborative (DEC) expects to make renewal grants to some of its 2017 grantees. Renewal grants will be competitive, and decisions will be made consistent with the priorities set forth in [DEC's 2017 RFP](#). Reports and proposals will be reviewed based on whether:

1. the accomplishments to date show notable progress toward the project's overall policy goal(s) and specific 2017-2018 goal(s) as identified in the original proposal to DEC; and
2. the proposed goals and activities will further progress toward the project's overall policy goals.

If you would like to be considered for a renewal grant, please submit a report on your activities to date and a full proposal for renewal support on or before **September 14, 2018 at 5:00 p.m. EST**. If you would like to submit a report and request at a later date, please contact Gisela Alvarez by August 27, 2018 at 5:00 p.m. EST. A delay in submission will delay a decision.

DEC anticipates that renewal support will be available commencing on or after November 2018. As in the past, grant amounts will be determined based on the scope and scale of proposed activities, and are unlikely to exceed \$70,000 per organization (as individual applicants or in a partnership). DEC does not fund model programs, schools, or direct services, nor does it support lobbying of any kind. DEC also does not make grants for general operating support.

### **Application Requirements**

To report on your activities and request a renewal grant from DEC, please compile the following:

- A. **Cover letter requesting support**, on stationery and signed by the organization's director. The cover letter must also include your first and second preference for the interview slots listed below.
- B. **A narrative** (no more than six single-spaced pages and bullet points encouraged) that includes the following information:
- **A one-paragraph description of the project**, including the original policy goal(s) outlined in your 2017 proposal to DEC;
  - **Up to five of the most important accomplishments** in furtherance of the original policy goal(s) (approximately 2/3 of a page);
  - **Up to five activities or strategies** that led to the important accomplishments (approximately 2/3 page);
  - **Any major challenges** to achieving the goal(s) and how these were met (approximately 1/2 page);
  - **Any staffing or organizational changes** (1 paragraph if necessary);
  - **The requested amount and estimated time period** for a renewal grant;
  - **Proposed goal(s)** for the 2018-2019 year and how achieving it/them will show progress toward the original goal(s) (approximately 2/3 page);
  - **The major activities** that will accomplish the goal(s) (approximately 2/3 page);
  - **The policies or recommendations** you hope will be adopted or implemented at the end of the grant year (approximately 2/3 page); and
  - **The benchmarks that indicate government, policy-maker, or institutional investment** in these policies or recommendations (approximately 1/2 page).
- C. **A proposed project budget** that corresponds to the proposed renewal grant period (beginning on or after November 1, 2018);
- D. An annotated list of **Board of Directors**;
- E. The organization's **operating budget** for the current year, including expenses and sources of revenue; and
- F. A most **recent audited financial statement** of the organization or the fiscal sponsor.

### **Submission Process**

1. Merge items A-F 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, "2018 Donors' Education Collaborative Request for Reports and Proposals," and click on the "Apply" button. Please make sure that the name of this RFP, "2018 Donors' Education Collaborative Request for Reports and Proposals," 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 on or before **Friday, September 14, 2018** at 5:00 p.m. EST. In addition, please mail hard copies of all original documents postmarked by **Monday, September 17, 2018**, to:

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

*Note that the Trust's office will be closed August 27 through September 3, 2018, but Gisela Alvarez will receive requests for extensions via e-mail through August 27th.*

### **Reporting on the 2017-2018 Grant Period**

The information in this report and proposal will satisfy The Trust's requirement for a final narrative report on your 2017-2018 grant, *but you must still re-submit a copy of the narrative along with a final financial report to The Trust on or before the date in your 2017 grant letter.* To do this when the final report is due, go to [The Trust's grant portal](#) and click on "Upload a Monitoring Report". If you are not requesting renewal support or an extension, then your entire final report will be due as specified in your grant letter from The Trust.

### **Interviews**

DEC will hold interviews from October 9<sup>th</sup> through 12<sup>th</sup>. DEC requests that applicants limit attendees at interviews to three representatives. Interviews will be held:

- Tuesday, October 9<sup>th</sup> between 9:00 am and 1:00 pm;
- Tuesday, October 9<sup>th</sup> between 1:00 pm and 5:00 pm;
- Wednesday, October 10<sup>th</sup> between 9:00 am and 1:00 pm;
- Wednesday, October 10<sup>th</sup> between 1:00 pm and 5:00 pm;
- Thursday, October 11<sup>th</sup> between 9:00 am and 1:00 pm;
- Thursday, October 11<sup>th</sup> between 1:00 pm and 5:00 pm;
- Friday, October 12<sup>th</sup> between 9:00 am and 1:00 pm; and
- Friday, October 12<sup>th</sup> between 1:00 pm and 5:00 pm.

**Grants will be announced in November 2018.**