

2019 Request for Reports and Renewal Proposals

*Reports on Activities to Date and Proposals for Renewal Support should be submitted by **Friday, September 13, 2019 at 5:00 p.m. EDT.***

Contact: Gisela Alvarez, Coordinator of DEC, gkalvarez1@gmail.com, 917-538-3075.

The Donors' Education Collaborative (DEC) expects to offer one-year renewal grants to some of its 2018 grantees. Grant awards will be competitive. DEC will evaluate reports and proposals to determine if the proposed work is consistent with the priorities set forth in [DEC's 2017 RFP](#) and whether grantees:

- Have achieved or are likely to achieve their 2018 deliverables by the end of the grant period;
- Made progress toward the goal(s) identified in the 2018 proposal; and
- Are poised to make progress toward the project's overall policy goals in the next year.

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 make grants for general operating support, and it does not fund model programs, schools, direct services, or lobbying.

If you would like to be considered for a renewal grant, please submit a report on your activities to date and a proposal for one year of renewal support on or before **September 13, 2019 at 5:00 p.m. EDT.** If you would like to submit a report and request at a later date, please contact Gisela Alvarez prior to the deadline.

If a renewal grant is awarded, DEC anticipates that funds will be available on or after December 2019. **Please note that this will be the last year of funding available under the 2017 RFP.** DEC will provide an update on its grantmaking when grants are awarded, but at this time, DEC does not expect to issue another RFP in 2020.

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 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 project's policy goal(s);
 - **The most important accomplishments** this past year and the key activities or strategies that led to those accomplishments;
 - i. Please include any progress toward achieving your deliverables.
 - ii. Please note how these accomplishments show progress toward achieving the goal(s) identified in your proposal.
 - **Any major challenges** to achieving the goal(s) and how these were met;
 - **Any staffing or organizational changes** (if necessary);
 - **The requested amount** for a one-year renewal grant;
 - **Proposed goal(s)** for the next year, including the policies or recommendations you hope will be adopted or implemented at the end of the grant year;
 - **The major activities** that will accomplish these goal(s);
 - i. Please include **up to three deliverables**¹ for which you will be held accountable at the end of the grant period.
 - **The benchmarks that will indicate government, policymaker, or institutional investment** in these policies or recommendations.

- C. **A proposed project budget** for one year (beginning on or after December 1, 2019);

- 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.

¹ Note that these will be considered draft deliverables. If funding is awarded, deliverables will be finalized in conversations between DEC and grantees during the review process.

Submission Process

Because you will need to submit the proposal and the cover sheet to the online portal at the same time, we recommend making sure that your proposal is ready for submission before starting the cover sheet.

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 on The Trust's Grants Portal, which you can find here: <https://proposals.nycommunitytrust.org/Proposal/Create/?loiRespKey=0&rfpId=20>

Please make sure that the name of this RFP, "(Invitation Only) Donors' Education Collaborative 2019," 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 on or before **Friday, September 13, 2019** at 5:00 p.m. EDT.
4. Please mail hard copies of all original documents postmarked by **Monday, September 16, 2019**, to:

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

Reporting on the 2018-2019 Grant Period

The information in this report and proposal will satisfy The Trust's requirement for a final narrative report on your 2018-2019 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 deadline in your 2018 grant letter.*

When the final report is due, go to [The Trust's grant portal](#) and click on "Upload a Monitoring Report". Unless specifically requested by DEC, you do not need to update the narrative before submitting.

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 15th through 21st. DEC requests that applicants limit attendees at interviews to three representatives. Whenever possible, interviews will be held at your offices or a location convenient to your representatives. Possible interview slots are:

- Tuesday, October 15th between 9:00 am and 1:00 pm;
- Tuesday, October 15th between 1:00 pm and 5:00 pm;
- Wednesday, October 16th between 9:00 am and 1:00 pm;
- Wednesday, October 16th between 1:00 pm and 5:00 pm;
- Thursday, October 17th between 9:00 am and 1:00 pm;
- Thursday, October 17th between 1:00 pm and 5:00 pm;
- Friday, October 18th between 9:00 am and 1:00 pm;
- Friday, October 18th between 1:00 pm and 5:00 pm;
- Monday, October 21st between 9:00 am and 1:00 pm; and
- Monday, October 21st between 1:00 pm and 5:00 pm.

Please include your first and second preferences for an interview in your cover letter and hold those times in your calendars. DEC will schedule interviews and confirm locations in September.

Grants will be announced in November or December 2019.