

**NYC COVID-19
RESPONSE & IMPACT FUND
IN THE NEW YORK COMMUNITY TRUST**

Request for Proposals for Arts & Culture Organizations Impacted by COVID-19

INTRODUCTION

The New York City COVID-19 Response & Impact Fund requests proposals from New York City arts and culture nonprofits with annual operating budgets of less than \$20 million, excluding government payments. To be eligible, organizations must have 501(c)(3) status, currently receive New York City or New York State government funding, and demonstrate a track record of robust programming and services for New York City residents.

Priority will be given to small and mid-size arts and cultural organizations, particularly those working in underserved communities. Grants will cover a twelve-week period and are expected to be between \$10,000 and \$250,000; award amounts will take into consideration the organization's total operating budget.

If you are seeking a grant for expenses that you expect will eventually be covered by a government contract, please apply instead to our no-interest loan program through the [Nonprofit Finance Fund](#). Grants will not cover expenses that will be reimbursed by government contracts or awards.

Note: These parameters may change in response to the situation and organizational needs. All such changes will be communicated to applicants.

PROPOSAL QUESTIONNAIRE

Organization Name (and DBA if different): _____

Mission Statement: _____

Projected FY20 Annual Operating Budget (excluding government payments): _____

Grant Amount Requested: _____

Eligible nonprofits may request funding in one or more of the categories described below. Please check the category or categories for which you seek support.

☐ personnel costs related to COVID-19. Examples include:

- payroll obligations jeopardized by lost revenue resulting from facility closures and/or cancelled services or programming (grants will not make up for lost fundraising event revenue)
- hiring temporary staff to cover shortages caused by employees who are ill, may have to quarantine, or stay home to care for family members or children during school closures

☐ equipment to comply with public health measures designed to slow the spread of COVID-19, including remote work and social distancing. Examples include:

- technology (remote conference capacity, laptops, online program delivery)
- emergency supplies (cleaning supplies and services)

☐ new and emergency needs, particularly for service offerings outside normal operations to respond to social distancing, isolation and quarantine. Examples include:

- remote educational programming
- online distribution of creative content to reduce challenges of social isolation.

Please answer the following questions in the space provided.

1. Describe the population your organization serves, including age, geographic area, and any other relevant common characteristics, i.e., disability or immigration status. (250 words or less)
2. Describe the COVID-19 issues your organization is facing—both internally and in meeting the needs of your stakeholders. (400 words or less)

3. How will the requested funding help your organization address the COVID-19 issues you described for each category you checked above? (400 words or less)
4. Budget: for each category of funding requested above, please indicate how much you are seeking and itemize how you would spend the funds, i.e., how much will be spent for equipment (including the quantity and cost of the equipment); personnel (including titles); and new program-related costs. (200 words or less)
5. Real Property (check all that apply): own ☐ rent ☐ other ☐. If you own or rent, please provide a brief description of the property (offices, conference rooms, gallery space), including the address and an estimate of the square footage. (100 words or less)

Submission Instructions:

1. In a single PDF file of 25MB or less named [your organization.pdf], include the completed version of this document as well as:
 - a copy of proof of New York City or State funding (ex. award letter or contract)
 - your current operating budget.
2. Go to proposals.nycommunitytrust.org, make sure your web browser window is maximized and click on “Respond to an RFP”, then click “Apply” next to NYC COVID-19 Arts and Culture RFP, and follow the instructions.

Proposals will be reviewed on a rolling basis. Applicants will be notified by email. Additional limited information may be required. Questions about this RFP may be emailed to Barbara Taveras at bat@nyct-cfi.org. Please include your contact information on the email.