



**2024 Request for Proposals to Organizations
that Serve Children with Disabilities and their Families
with Budgets between \$250,000 and \$1.5 million**

Background

New York City is home to more than 250,000 children with disabilities. A complex system of public and private schools, public disability programs, and nonprofit services is intended to meet their needs. However, many parents—especially those with few resources or limited English proficiency—face obstacles navigating this system and securing the education their children need. Nonprofit organizations can help parents identify and secure quality education and support services, develop their advocacy skills, and connect with and learn from other parents. But small nonprofits, particularly those that serve specific immigrant communities or neighborhoods, often struggle to find the resources to meet the needs of their communities and retain staff, and also secure board members, develop and market new programs, streamline operating procedures, and manage cash flow.

Opportunity

The New York Community Trust will award two- and/or three-year grants of up to \$75,000 per year to increase the capacity of groups with operating budgets between \$250,000 and \$1.5 million that serve children with disabilities and their families. Priority will be given to agencies created and led by people of color and to groups operating programs in neighborhoods that have historically had access to inadequate resources. Grants will help groups carry out a specific project designed to resolve administrative challenges, increase efficiency, start a new or expand an existing program, or explore other ways to sustain the organization in the longer term.

Note: Proposals seeking support for the following will **not** be considered: fundraising (e.g., hiring a grant writer or launching a giving campaign); capital projects/brick-and-mortar costs; and one-off events or conferences. Applicants may budget up to 25 percent of a grant or project for administration/general operations, but grants will not be made for general operating support in full.

Electronic applications are due to The Trust no later than 5 p.m. on Tuesday January 16, 2024. All applicants will be notified about the status of their proposals by the end of June 2024.

Eligibility

Applicants should:

- Be an organization with 501(c)(3) status, or an unincorporated group applying with a fiscal sponsor.
- Be based in and operate primarily within the five boroughs of New York City.
- Have a board of directors with at least five members, at least four of whom are independent. (This applies to 501(c)(3) organizations and fiscal sponsors only.)

- Have an annual operating budget ranging from \$250,000 to \$1.5 million, as determined by actual income and expenses for the most recently completed fiscal year. If a group is applying with a fiscal sponsor, the annual operating budget of the applicant should be in the \$250,000 to \$1.5 million range. The annual operating budget of the fiscal sponsor should be at least \$250,000 and can exceed \$1.5 million.
- Not have an active grant with The Trust (excluding grants from collaborative funds, such as the Fund for New Citizens).
- Submit only one project proposal through this request for proposals.

Review Criteria

Grant proposals will be evaluated based on the following:

- The organization's strategies for meeting the needs of its community and plans to sustain efforts beyond a two- or three-year grant period, understanding that grants awarded through this RFP are typically non-renewable;
- A feasible timeline and reasonable budget that is consistent with proposed activities; and
- Stable financial health—groups with negative net assets will **not** be considered (absent exceptional circumstances).

Application Materials

The **proposal narrative** should not exceed five pages and should address the following:

1. Brief overview of your organization's history, mission, and programs.
2. Population served by your programs, noting demographics where possible.
3. Description of the challenges your organization faces, your goals for the future, and how funding from The Trust will help you meet the needs of your community.
4. Brief timeline of activities designed to achieve your goals short-term, noting any potential obstacles that may hinder progress along the way.
5. How you will determine if the project has succeeded and how you will sustain the project over time.

The two- or three-year **project budget** should indicate annual and total expenses and income, including The Trust's potential contribution and other sources of support, if applicable, noting which sources are confirmed, pending, or projected.

Support materials should include the following:

1. The New York Community Trust proposal cover sheet, to be submitted through The Trust's grants portal [here](#). *Note: You will be asked to upload a single PDF file of your application (proposal narrative, project budget, and items 2-5 below) to the proposal cover sheet online. Please have the PDF ready in advance.*
2. Operating budget for current fiscal year. (This applies to applicants and if appropriate, fiscal sponsors.)
3. Actual income and expenses for the most recently completed fiscal year. (This applies to applicants and if appropriate, fiscal sponsors.)
4. List of board of directors, including professional affiliations.

Electronic applications must be submitted on the NYCT grants portal by 5 p.m. on Tuesday, January 16, 2024. Applications that are incomplete or not submitted by this date will not be considered.

Any questions or concerns should be directed to Rachel Pardoe, Senior Program Officer, at rdp@nyct-cfi.org or 212-686-1623.

Additionally, The Trust will hold an information session via Zoom on Monday, December 18th from 2:00 to 3:00 pm ET. If you would like to attend, please register [here](#) for the info session by Monday, December 11th.

Confirmed attendees will receive a Zoom link via email the week before the session. A recording also will be made available online.