



Proposals for The New York Community Trust's Ongoing Competitive Grants Program

After reading the guidelines (on the "[What the Trust Funds](#)" page of our website) to assure the fit between your project and our program, please put together the following materials in a single PDF document of less than 25MB titled [yourorganizationname.pdf]*:

1. A narrative proposal (no more than 10 pages) that includes:
 - a) a description of your agency's background (mission, major activities, and credentials for carrying out the project);
 - b) a brief statement of the problem you seek to address;
 - c) a description of your plans to address the problem, including the project's:
 - a. goals and objectives;
 - b. planned activities, including who will be served; and
 - c. expected outcomes and plan for measuring results.
2. An itemized project budget that reflects the full costs of carrying out the project (as opposed to just the amount requested) and income;
3. Your annual operating budget and, for Arts and Culture groups only, actual income and expenses for the most recently completed fiscal year;
4. A list of your board of directors, including affiliations. The Trust generally requires that a board should have at least 4 members; all board members should be unrelated; and no more than one board member should be paid, typically the Chief Executive Officer; and
5. A cover letter on the organization's letterhead signed by the paid staff head or designee officially submitting the proposal.

Assemble all materials into one PDF. Next, please complete The New York Community Trust's Proposal Cover Sheet, which can be accessed by clicking on the "Apply" button next to the NYCT Ongoing Competitive Grants RFP. Finally, attach the PDF of your application (including items 1-5 listed above) to the completed Proposal Cover Sheet and click "Submit."

Proposals will be reviewed on a rolling basis. Applicants will be notified by email. Additional limited information may be required.

*If you are applying from a large institution, i.e., hospital or university, please also include the name of your center or division in the file name.