



2024 Request for Proposals – Invitation Only

The Fund for New Citizens in The New York Community Trust invites renewal grant proposals from 2023 grantees. Applicants may ask for funds to continue a project from 2023, or for a new project. Funding will be competitive, and decisions will be based on whether:

1. The applicant made progress toward the goals identified in their original 2023 proposal to the Fund; and
2. The applicant proposes an advocacy and community education project that addresses pressing issues facing its community.

Application Details

Electronic copies of proposals are due to The Trust's grants portal by **5:00 pm on Monday, May 13, 2024**. Proposals must focus on advocacy and community education efforts and may also include capacity-building efforts. Project activities may include:

- Immigration policy advocacy at the local or state levels;
- Community organizing and outreach around immigrants' rights and access to services;
- Know-your-rights training and community education for immigrants and their families; and/or
- Advocacy and community organizing on behalf of immigrant communities, including responding to the health, education or economic needs of newly arrived migrants.
- Up to \$20,000 may be allocated toward technical assistance activities aimed at strengthening organizational infrastructure and addressing administrative challenges.

Grants are expected to range from \$40,000 to \$70,000 for one year of funding. However, most grants will not exceed \$60,000.

About the Fund

The Fund for New Citizens in The New York Community Trust was established in 1987 to coordinate foundations' response to changing laws, policies, and circumstances affecting immigrants living in New York City. A collaborative effort of eight foundations, it supports advocacy for policies that benefit the City's immigrants, capacity building for the immigrant-led groups that anchor this advocacy, and affordable immigration legal services. After 37 years of operation, 2024 will be the final year of the Fund's operation under the New York Community Trust.

At the conclusion of the grant year, the Fund will seek to wind down or to transfer its work. This means that grantees selected for the 2024 RFP cycle (and all past grantees) will be unable to apply for another year of funding in 2025. For 2024 grantees, the grant and reporting period will not be affected. We are grateful for the participation of our current and former grantees and encourage each of them to apply for grants from our funders through their independent processes.

Submission Materials

Your application must include the following:

1. A project narrative (please limit to five single-spaced pages and use a 12-point font) that includes:
 - a. your organization's mission;
 - b. the ethnic and geographic groups that you serve, the particular challenges your constituents face, and how you are helping to address those challenges;
 - c. your goal for the project and the specific activities you will take to meet that goal;
 - d. a list of 3-6 project activities that you plan to complete during the grant period (groups that propose to use a portion of the grant for capacity-building should provide at least one activity tied to that work); and
 - e. the names of any consultants you plan to work with.
2. A project budget, including expenses (such as staff salaries, program costs, and overhead) and sources of revenue (such as the names of other foundation, government, and corporate funders and the amount you expect to receive from each of them). Please specify whether grants are committed or pending. The project budget should also include the amount, if any, (no more than \$20,000) that you will spend on capacity-building activities (such as fund-raising, data management systems, and board development).
3. A list of the members of the board of directors, including years with the organization.
4. Your 2023 actual income and expense statement or year-end balance sheet and 2024 projected budget, including revenue and expenses.

Submission Process

1. Assemble and merge items **1 to 4** from the Submission Materials section into a single PDF of no more than 25 MB in size, and name it in the following format: "*Applicant Organization Name.pdf*"
2. Complete a [Cover Sheet for the Fund for New Citizens 2024 RFP](#) (make sure it says Fund for New Citizens at the top of the page) on The Trust's grants portal.
3. Because you will need to submit the proposal and the Cover Sheet together, we recommend making sure your proposal (items 1 to 4 in the Submission Materials section) is in a single PDF prior to starting the Cover Sheet. You will know you have been successful in submitting both when after uploading the document you see "You have successfully uploaded your PDF" on your screen.
4. Once uploaded, check the certification box at the end and click submit. You will get an email confirming the proposal has been received. This email will include—as a PDF attachment—the Cover Sheet you just completed. The email will be sent to the email address entered in the "Information about Person Completing this Form" field on the Cover Sheet.
5. Please note that The Trust's communications about the result of your submission will be by email, whether notification of a decline or grant. Please add

noreply@nycommunitytrust.org to your address book so important communications do not get caught in spam filters.

You must submit your application to the Grants Portal between **9:00am on April 8, 2024 and 5:00pm on May 13, 2024.**

Please email Nancy Yeh at nancyzyeh@gmail.com with any questions. Grant awards will be announced in fall 2024.