



LONG ISLAND UNITARIAN UNIVERSALIST FUND
Request for Proposals (RFP)
December 2024

OVERVIEW

The Long Island Unitarian Universalist Fund (LIUUF), a field-of-interest advised fund at The Trust, supports Long Island-based organizations led by individuals directly impacted by the issues they aim to address. LIUUF focuses on advancing social change by promoting environmental, economic, and social justice, as well as redistributing wealth, power, and resources. The fund prioritizes grassroots initiatives that:

- Address root causes of injustice through structural change.
- Challenge systems of power, privilege, and oppression to foster inclusivity and equity.
- Empower communities through organizing, leadership development, and advocacy.
- Strengthen democracy through civic engagement and power-building efforts.

Established by the Veatch Program at Shelter Rock, LIUUF is committed to driving lasting, systemic change. The Fund is guided by an advisory committee that represents Unitarian Universalist congregations throughout Long Island and typically awards grant amounts between \$15,000-\$25,000. Projects must align to Unitarian Universalist principles.

SUBMISSION INSTRUCTIONS

All applications must be submitted electronically through The New York Community Trust's [Grantseeker Portal](#) no later than 11:59 pm ET on January 7, 2025. To apply, scroll down to the Additional Requests for Proposals and look for the Long Island Unitarian Universalist Fund RFP. Click the "Apply" link and begin filling out the cover sheet. At the end of the cover sheet you will need to upload a single PDF of the materials listed below (the PDF should not be larger than 25 MB and all pages must be typed using a minimum 12pt font, single-spaced on 8 1/2 x 11 whitepaper):

- A list of your board of directors, including professional affiliations. The Trust – Long Island prefers that a board should have at least five members; all board members should be unrelated, and no more than one board member should be paid (typically the paid staff head).
- Proposal Narrative (instructions below)
- LIUUF Program/Project Income & Expense Budgets (forms provided below)
- If needed, additional budget narrative form (see example [here](#))
- Your current year annual operating budget. *You do not need to submit a Form 990/Financial Audit unless requested.*
(If you are a university or municipality, submit operating budget for your specific department only)

IF YOU ARE APPLYING WITH A FUNDS ADMINISTRATOR, PLEASE INCLUDE THE FOLLOWING:

- A letter signed by the Executive Director of the Funds Administrator stating agreement to serve as Funds Administrator for the applicant that includes an explanation of the relationship to the applicant, and disclosure of any fees charged (if applicable)
- Current board list of funds administrator’s organization

IMPORTANT INFORMATION

- ❖ Modifications or substitutions of LIUUF budget forms are prohibited.
- ❖ Only one application per organization per calendar year is permitted.
- ❖ If you have a current grant, you are **not** eligible to submit a new funding request for LIUUF funding until your program/project has been completed, funds have been fully expended, and a final report has been submitted.

TIMELINE

Grant applications received in the Grantseeker Portal by 11:59 pm ET on:	Decision notifications sent by email no later than:
First Tuesday in January	Beginning of April
First Tuesday in April	Beginning of August
First Tuesday in August	Beginning of December

PROPOSAL NARRATIVE INSTRUCTIONS

Your narrative should NOT EXCEED four pages and should include the following:

- 1. PROBLEM STATEMENT:** Describe the most pressing issues or problems that the community your organization serves is facing. Please include statistics if you have them.
- 2. PROJECT DESCRIPTION & ACTIVITIES:**
 - a. What policy or systematic/institutional change is your organization trying to achieve?
 - b. Who will benefit from this work and how will they benefit?
 - c. Whose behavior do you expect to change?
 - d. What actions will this proposed program or project take? Please put these activities in bulleted form with timeline.
 - e. How will the individuals most affected by the problem be involved in advancing solutions?
- 3. EXPECTED OUTCOMES & EVALUATION:**
 - a. Please explain how you will measure the effectiveness of your activities.
 - b. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.
 - c. How will the results impact the issues described above?
- 4. WHICH UNITARIAN UNIVERSALIST PRINCIPLE DOES THIS PROJECT REFLECT AND HOW? (*No more than two*)**
- 5. SUSTAINABILITY:**
 - a. Describe your plan for sustaining the project after LIUU funding ends.
 - b. What happens if you do not receive the full amount you seek from LIUU? Detail how you will cover any shortfall.
- 6. AGENCY BACKGROUND:**
 - a. Briefly describe your organization's mission, social justice agenda, and accomplishments. Please include the strategies and tactics your organization employs to achieve its agenda (i.e., voter engagement, coalition work, policy development and advocacy, public education, direct action).
 - b. What is your organization's capacity/expertise for carrying out the project?
 - c. Describe your organization's core constituency, how they are involved in the leadership of the organization, and how the organization builds leadership.



ORGANIZATION: _____

Amount of Grant Request: \$ _____ Total Program/Project Cost: \$ _____

List all sources of anticipated INCOME for the project/program for which LIUU funding is requested:

SOURCE	AMOUNT
CONTRIBUTIONS	
Business	\$
Individual	\$
EARNED INCOME	
Fees for Service	\$
Membership Income	\$
Special Events	\$
Product Sales	\$
IN KIND SUPPORT (Must equal amount on expense sheet)	\$
OTHER INCOME (please specify)	
	\$
	\$
	\$
SUBTOTAL A:	\$

List all sources of anticipated GRANT INCOME for the project/program for which LIUU funding is requested. Indicate status of grants by noting either “Committed,” “Pending,” or “To Be Requested.”

SOURCE	STATUS	AMOUNT
GOVERNMENT GRANTS		
		\$
		\$
		\$
		\$
CORPORATE GRANTS		
		\$
		\$
		\$
		\$
FOUNDATION GRANTS		
LIUU Fund	Pending	\$
		\$
		\$
		\$
OTHER (please specify)		
		\$
		\$
		\$
		\$
SUBTOTAL B:		\$
GRAND TOTAL (Subtotal A + Subtotal B):		\$



Long Island Unitarian Universalist Fund
Expense Budget Form

*Please make sure expense items add up to subtotals, and Subtotal Personnel and Subtotal OTPS add up to Total Expenses.
Please round up to the nearest thousand for all line items in the project budget.*

List all program/project expenses and indicate how LIUU funds would be allocated:

ORGANIZATION: _____

Amount of Grant Request: \$ _____ **Total Program/Project Cost: \$** _____

ITEM	Program/ Project Total Cost	LIUUF Allocation	Budget Narrative
Personnel (List all staff & title assigned to program/project)			
Benefits & Payroll Taxes			
Consultants/Other (please specify)			
SUBTOTAL PERSONNEL:	\$	\$	

Other Than Personnel Services (OTPS)			
Travel & Meetings	\$	\$	
Marketing & Advertising			
Equipment			
Supplies & Materials			
Professional Development/Training			
Printing & Copying			
Telecommunications			
Postage & Delivery			
Occupancy/Utilities			
In-kind Support (must equal amount in income)			
Contract Services (please specify)			
Other (please specify)			
SUBTOTAL OTPS:	\$	\$	
TOTAL EXPENSES:	\$	\$	

*Please include additional attachment for budget narrative if needed.