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**Proposals for The New York Community Trust – Long Island’s
Competitive Grants Program**

After reading the guidelines on the “[What We Do \(& Don’t\) Fund](#)” 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 brief cover letter on the organization’s letterhead signed by the paid staff head or designee confirming the organizational commitment to the project. Please identify the program area you are applying to (Arts, Community Development, Education, Environment, Health, Hunger, Mental Health, Technical Assistance, and Youth Development).
2. A narrative proposal (no more than five numbered pages) that includes:
 - A description of your agency’s background (mission, major activities, and credentials for carrying out the project).
 - A brief statement of the need, problem, or situation that the project seeks to address and how your proposed work aligns with The Trust’s program goals for Long Island.
 - A description of your plans to address the problem, including the project’s:
 - goals and objectives;
 - planned activities, including who will benefit and how policies, systems, or services will improve;
 - project timeline; and
 - expected outcomes and plan for measuring results
 - For requests for renewed funding from The Trust – Long Island, if you have not already submitted a final report, please also include the following information:
 - a description of progress made with earlier support from The Trust – LI, remaining activities and a timeline for completion, and funds remaining;
 - a brief statement of how the project will be sustained after support ends.

The narrative should make a compelling case for the needed project funding, how the proposed activities will lead to the desired change, and how your agency is prepared to carry out the project. The narrative need not address the topics in order.

Please note, if you’re applying for a new project that is not a continuation of a previously funded project, then you must submit a final report before applying.

3. An itemized project budget that reflects the full costs of carrying out the project (as opposed to just the amount requested from The Trust – Long Island). The budget should also list other pending and/or confirmed income to support the project, as well as any in-kind contributions. Please round up to the nearest thousand for all line items in the project budget.* You can download a budget template [here](#).
4. Your current year annual operating budget. **You do not need to submit a Form 990/Financial Audit unless requested.**
5. 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).

*Note: For grants to universities, hospitals, academic medical centers, and affiliated nonprofit fiscal sponsors (e.g. research foundations affiliated with fundraising vehicles of government agencies), overhead costs for grant administration may not exceed five percent of the total project budget. Administrative costs related to carrying out the proposed grant activities, including space, materials and supplies, and technology for project staff, are not subject to the five percent limit and should be identified separately in the proposed itemized project budget.

You may submit a proposal once per calendar year to our competitive grants program.

We build in lead time to review proposals and prepare grant recommendations for three board meetings each year (March, July, and November). Program staff weigh many considerations in preparing grant recommendations and cannot promise that any proposal will be considered at a particular board meeting.

The dates in the table below indicate when an applicant can expect a decision on their grant application. Please note that these are NOT due dates.

Grant applications received in the grantseeker portal by 11:59 p.m. 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