NYC Civic Impact Funding

NYC Civic Impact Funding Request for Application (RFA)

Page description:
Overview
NYC Civic Impact Funding will support nonprofit and community-based organization efforts to engage volunteers who help deliver essential services to residents throughout the COVID-19 crisis. Organizations across the city are on the front lines – along with their volunteers – supporting residents in a multitude of ways. We know food distribution and support is a particularly high needs area, so this funding will focus support on food supplying and/or serving organizations. It will more specifically help them strategically leverage volunteers to deliver essential services during (and after) this crisis, as well as strengthen community engagement and support at a time when it is desperately needed.

Requirements & Priorities
NYC Civic Impact Funding is open to all community-serving organizations and nonprofits, but preference will be given to those that are food supplying and/or serving organizations engaging (or working to engage) volunteers to deliver services to communities. In order to be eligible to apply, an organization must:

- Be a 501(c)(3) nonprofit or have a fiscal sponsor
- Use funding exclusively to support NYC-based volunteer and civic engagement efforts related to COVID-19 response. Organizations that also operate outside of NYC are eligible to apply, but must use this funding for their NYC programming.

Preference will be given to the following organizations:

- Community-based
- Food supplying and/or serving organizations
- Engaging (or working to engage) volunteers to deliver critical services (e.g. volunteer food distribution, meal preparation, logistical support, tracking data)
- Serving and/or partnering with poverty-affected communities and/or Food Assistance Collaborative Priority Neighborhoods (for a map of all Neighborhood Tabulation Areas (NTAs) for reference, click here)
- Demonstrate the greatest need and impact, relative to scale (based on organizational budget size, staff capacity, and project scope and budget)

Other Funding Details
Applicants may request one-time funding for up to $10,000 which must be used by June 30, 2020. Up to $200,000 in total will be awarded to approximately 20 organizations. A
successful application will demonstrate that funding will be used to support the implementation or expansion of volunteer efforts who help deliver essential services to residents throughout the COVID-19 crisis.

<table>
<thead>
<tr>
<th>Funding May be Used for:</th>
<th>Funding May Not be Used for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Permanent employees directly supporting or leading volunteer engagement efforts to deliver critical services</td>
<td>• Office furniture/equipment, general operating costs (e.g. rent, insurance, and/or utilities), and general administration fees</td>
</tr>
<tr>
<td>• Temporary employees or consultants to help build capacity</td>
<td></td>
</tr>
<tr>
<td>• Personal Protective Equipment (PPE) for volunteers Supplies and/or food for volunteer support Volunteer stipends (e.g. travel costs via metro card).</td>
<td></td>
</tr>
<tr>
<td>• Volunteer training set up and/or materials</td>
<td></td>
</tr>
<tr>
<td>• Volunteer background checks and recruitment and/or outreach materials</td>
<td></td>
</tr>
</tbody>
</table>

Funding recipients may propose funds to be used in other ways through their application, as long as the request supports volunteer engagement efforts during the COVID-19 crisis. For further questions, please contact Jamaica Carter, NYC Service Capacity Building Coordinator, at jcarter@mofellow.nyc.gov.

**Expectations of Funding Recipients Selected Funding**

Selected funding recipients must:

- Submit a final report upon completion of the funding term.
- Submit timely receipts and invoices for services rendered within the funding agreement. All funds must be used by June 30, 2020.
- Coordinate with NYC Service to co-brand relevant projects and promote on external channels.
- Participate in a debrief session at the end of the funding term with NYC Service and other funding recipients.

**Next Steps & Application Instructions**
To apply, interested organizations must complete a simple NYC Civic Impact Funding application, which includes a projected budget table and Doing Business Data Form. For more information on the Doing Business Data Form, please see the Doing Business Data Form Q&A here. Please note that once an application is started it cannot be saved and returned to. To review the NYC Civic Impact Funding Application in full, please click here.

The application is due by **May 14th at 3pm**. Applicants will be informed of their application status no later than May 22nd. The funding term will begin the week of May 25th.

**Basis for Contract Award**
The contract will be awarded to the highest technically ranked responsible applicant(s) whose price proposal is determined to be fair and reasonable and (is)(are) determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria which are set forth in this solicitation.

**Evaluation Criteria and Procedures**
All Applications accepted by the Agency will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFA. Applications that are determined by the Agency to be non-responsive will be rejected. A contract will be awarded to the responsible proposer whose application is determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria which are set forth in this RFA.

1. I confirm that I have read and understand the above. *
   - [ ] Yes
   - [ ] No
2. How did you find out about the NYC Civic Impact Funding? *

- Community Board
- Elected Official
- NYC Department of Sanitation
- NYC Emergency Management
- NYC Service Email
- NYPD Community
- Facebook
- Instagram
- LinkedIn
- Twitter
- Other - Write In (Required)

3. Please provide your email address to proceed with the application. *

Funding Timeline
<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline</td>
<td>May 14th at 3pm</td>
</tr>
<tr>
<td>Funding Recipient Notification</td>
<td>No later than May 22nd</td>
</tr>
<tr>
<td>Funding Recipient Orientation</td>
<td>Week of 25th</td>
</tr>
<tr>
<td>Implementation, Host Site Mid-Term Check Ins/TA Support</td>
<td>May 26th through June 30th (approximate start date)</td>
</tr>
<tr>
<td>End of Funding Term</td>
<td>June 30th</td>
</tr>
<tr>
<td>Funding recipients submit final report and invoices/receipts for reimbursement</td>
<td>July 15th</td>
</tr>
<tr>
<td>Evaluation &amp; Program Review</td>
<td>July 30th</td>
</tr>
</tbody>
</table>

4. I confirm that I have read and understand the above information.
   - Yes
   - No

**Funding Application**
This Funding Application includes:

1. Application Information
2. Volunteer Tracking and Evaluation
3. Budget Information (please attach)
4. Financial Documents (please attach)
   - IRS Determination Letter
   - Form 990
   - Latest Audit (if applicable)
5. Doing Business Data Form (please attach)

5. I confirm that I have read and understand the above information.
   ○ Yes
   ○ No

Application Information

Please complete this application to the best of your ability. All responses will be reviewed by NYC Service and we will contact you if we have any clarifying questions. Please be sure to attach all documents. (i.e., budget)

6. Organization Name: *

7. Executive Director Name: *
8. Name of staff member submitting application *

9. Email of staff member submitting application *

10. Phone number of staff member submitting application *

11. Is your organization a 501(c)(3) or do you have a fiscal sponsor? *
   - We are a 501(c)(3)
   - We have a fiscal sponsor.

12. Please provide the name of your fiscal sponsor.

13. Mission Statement *
14. Which borough(s) do you serve? *

Bronx
Brooklyn
Queens
Manhattan
Staten Island

Food Assistance Collaborative Priority Neighborhoods

The following lists priority Neighborhood Tabulation Areas (NTAs) identified by the Food Assistance Collaborative based on an analysis of the underlying need, emergency food supply, and resulting unmet need for each NTA in the City.

<table>
<thead>
<tr>
<th>Neighborhood Tabulation Areas (NTAs)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bronx</strong></td>
</tr>
<tr>
<td>Co-op City</td>
</tr>
<tr>
<td>East Concourse-Concourse Village</td>
</tr>
<tr>
<td>Eastchester-Edenwald-Baychester</td>
</tr>
<tr>
<td>Mount Hope</td>
</tr>
<tr>
<td>Soundview-Castle Hill-Clason Point-Harding Park</td>
</tr>
<tr>
<td>Woodlawn-Wakefield</td>
</tr>
<tr>
<td><strong>Brooklyn</strong></td>
</tr>
<tr>
<td>Bensonhurst East</td>
</tr>
<tr>
<td>Bensonhurst West</td>
</tr>
<tr>
<td>Borough Park</td>
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<tr>
<td>Brownsville</td>
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<tr>
<td>East New York</td>
</tr>
<tr>
<td>Flatbush</td>
</tr>
<tr>
<td>Sheepshead Bay-Gerritsen Beach-Manhattan Beach</td>
</tr>
<tr>
<td>Sunset Park East</td>
</tr>
<tr>
<td><strong>Manhattan</strong></td>
</tr>
<tr>
<td>Central Harlem North-Polo Grounds</td>
</tr>
<tr>
<td>Lower East Side</td>
</tr>
<tr>
<td>Washington Heights North</td>
</tr>
<tr>
<td>Washington Heights South</td>
</tr>
</tbody>
</table>
### Queens
- Astoria
- Corona
- Elmhurst
- Flushing
- Jackson Heights
- Ridgewood

### Staten Island
- Arden Heights
- New Springville-Bloomfield-Travis,
- Oakwood-Oakwood Beach
- Old Town-Dongan Hills-South Beach

Please indicate the neighborhood(s) you serve in each borough. *(Ctrl+ Click to select multiple options)*

- Bath Beach
- Bay Ridge
- Bedford
- Bensonhurst East
- Bensonhurst West
- Borough Park
- Brighton Beach
- Brooklyn Heights-Cobble Hill
- Brownsville
- Bushwick North
- Bushwick South
- Canarsie
- Carroll Gardens-Columbia Street-Red Hook
- Clinton Hill
- Crown Heights North
- Crown Heights South
- Cypress Hills-City Line
- DUMBO-Vinegar Hill-Downtown Brooklyn-Boerum Hill
- Dyker Heights
- East Flatbush-Farragut
- East New York
- East New York (Pennsylvania Ave)
- East Williamsburg
- Erasmus
- Flatbush
Please indicate the neighborhood(s) you serve in each borough. (Ctrl+ Click to select multiple options)*
<table>
<thead>
<tr>
<th>Neighborhood</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allerton-Pelham Gardens</td>
</tr>
<tr>
<td>Bedford Park-Fordham North</td>
</tr>
<tr>
<td>Belmont</td>
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<tr>
<td>Bronxdale</td>
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<tr>
<td>Claremont-Bathgate</td>
</tr>
<tr>
<td>Co-op City</td>
</tr>
<tr>
<td>Crotona Park East</td>
</tr>
<tr>
<td>East Concourse-Concourse Village</td>
</tr>
<tr>
<td>East Tremont</td>
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<tr>
<td>Eastchester-Edenwald-Baychester</td>
</tr>
<tr>
<td>Fordham South</td>
</tr>
<tr>
<td>Highbridge</td>
</tr>
<tr>
<td>Hunts Point</td>
</tr>
<tr>
<td>Kingsbridge Heights</td>
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<tr>
<td>Longwood</td>
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<tr>
<td>Melrose South-Mott Haven North</td>
</tr>
<tr>
<td>Morrisania-Melrose</td>
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<tr>
<td>Mott Haven-Port Morris</td>
</tr>
<tr>
<td>Mount Hope</td>
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<tr>
<td>North Riverdale-Fieldston-Riverdale</td>
</tr>
<tr>
<td>Norwood</td>
</tr>
<tr>
<td>park-cemetery-etc-Bronx</td>
</tr>
<tr>
<td>Parkchester</td>
</tr>
<tr>
<td>Pelham Bay-Country Club-City Island</td>
</tr>
<tr>
<td>Pelham Parkway</td>
</tr>
<tr>
<td>Rikers Island</td>
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<tr>
<td>Schuylerville-Throgs Neck-Edgewater Park</td>
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<tr>
<td>Soundview-Bruckner</td>
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<tr>
<td>Soundview-Castle Hill-Clason Point-Harding Park</td>
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<tr>
<td>Spuyten Duyvil-Kingsbridge</td>
</tr>
<tr>
<td>University Heights-Morris Heights</td>
</tr>
<tr>
<td>Van Cortlandt Village</td>
</tr>
<tr>
<td>Van Nest-Morris Park-Westchester Square</td>
</tr>
<tr>
<td>West Concourse</td>
</tr>
<tr>
<td>West Farms-Bronx River</td>
</tr>
<tr>
<td>Westchester-Unionport</td>
</tr>
<tr>
<td>Williamsbridge-Olinville</td>
</tr>
<tr>
<td>Woodlawn-Wakefield</td>
</tr>
</tbody>
</table>
Please indicate the neighborhood(s) you serve in each borough. (Ctrl+ Click to select multiple options)

Airport
Astoria
Auburndale
Baisley Park
Bayside-Bayside Hills
Bellerose
Breezy Point-Belle Harbor-Rockaway Park-Broad Channel
Briarwood-Jamaica Hills
Cambria Heights
College Point
Corona
Douglas Manor-Douglaston-Little Neck
East Elmhurst
East Flushing
Elmhurst
Elmhurst-Maspeth
Far Rockaway-Bayswater
Flushing
Forest Hills
Fresh Meadows-Utopia
Ft. Totten-Bay Terrace-Clearview
Glen Oaks-Floral Park-New Hyde Park
Glendale
Hammels-Arverne-Edgemere
Hollis
Hunters Point-Sunnyside-West Maspeth
Jackson Heights
Jamaica
Jamaica Estates-Holliswood
Kew Gardens
Kew Gardens Hills
Laurelton
Lindenwood-Howard Beach
Maspeth
Middle Village
Murray Hill
North Corona
Oakland Gardens
Old Astoria
Ozone Park
park-cemetery-etc-Queens
Queens Village
Queensboro Hill
Queensbridge-Ravenswood-Long Island City
Rego Park
Richmond Hill
Ridgewood
Rosedale
South Jamaica
South Ozone Park
Springfield Gardens North
Springfield Gardens South-Brookville
St. Albans
Steinway
Whitestone
Woodhaven
Woodside
Airport
Astoria
Auburndale
Baisley Park
Bayside-Bayside Hills
Bellerose
Breezy Point-Belle Harbor-Rockaway Park-Broad Channel
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Lindenwood-Howard Beach
Maspeth
Middle Village
Murray Hill
North Corona
Oakland Gardens
Old Astoria
Ozone Park
park-cemetery-etc-Queens
Pomonok-Flushing Heights-Hillcrest
Queens Village
Queensboro Hill
Queensbridge-Ravenswood-Long Island City
Rego Park
Richmond Hill
Ridgewood
Rosedale
South Jamaica
South Ozone Park
Springfield Gardens North
Springfield Gardens South-Brookville
St. Albans
Steinway
Whitestone
Woodhaven
Woodside
<table>
<thead>
<tr>
<th>Neighborhoods</th>
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</thead>
<tbody>
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<td>Battery Park City-Lower Manhattan</td>
</tr>
<tr>
<td>Central Harlem North-Polo Grounds</td>
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<tr>
<td>Central Harlem South</td>
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<tr>
<td>Chinatown</td>
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<tr>
<td>Clinton</td>
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<tr>
<td>East Harlem North</td>
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<tr>
<td>East Harlem South</td>
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<tr>
<td>East Village</td>
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<tr>
<td>Gramercy</td>
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<tr>
<td>Hamilton Heights</td>
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<tr>
<td>Hudson Yards-Chelsea-Flat Iron-Union Square</td>
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<tr>
<td>Lenox Hill-Roosevelt Island</td>
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<tr>
<td>Lincoln Square</td>
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<tr>
<td>Lower East Side</td>
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<tr>
<td>Manhattanville</td>
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<tr>
<td>Marble Hill-Inwood</td>
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<tr>
<td>Midtown-Midtown South</td>
</tr>
<tr>
<td>Morningside Heights</td>
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<tr>
<td>Murray Hill-Kips Bay</td>
</tr>
<tr>
<td>park-cemetery-etc-Manhattan</td>
</tr>
<tr>
<td>SoHo-TriBeCa-Civic Center-Little Italy</td>
</tr>
<tr>
<td>Stuyvesant Town-Cooper Village</td>
</tr>
<tr>
<td>Turtle Bay-East Midtown</td>
</tr>
<tr>
<td>Upper East Side-Carnegie Hill</td>
</tr>
<tr>
<td>Upper West Side</td>
</tr>
<tr>
<td>Washington Heights North</td>
</tr>
<tr>
<td>Washington Heights South</td>
</tr>
<tr>
<td>West Village</td>
</tr>
<tr>
<td>Yorkville</td>
</tr>
</tbody>
</table>
Please indicate the neighborhood(s) you serve in each borough. (Ctrl+ Click to select multiple options)*

Annadale-Huguenot-Prince's Bay-Eltingville
Arden Heights
Charleston-Richmond Valley-Tottenville
Grasmere-Arrochar-Ft. Wadsworth
Great Kills
Grymes Hill-Clifton-Fox Hills
Mariner's Harbor-Arlington-Port Ivory-Graniteville
New Brighton-Silver Lake
New Dorp-Midland Beach
New Springville-Bloomfield-Travis
Oakwood-Oakwood Beach
Old Town-Dongan Hills-South Beach
park-cemetery-etc-Staten Island
Port Richmond
Rossville-Woodrow
Stapleton-Rosebank
Todt Hill-Emerson Hill-Heartland Village-Lighthouse Hill
West New Brighton-New Brighton-St. George
Westerleigh

15. On average, how many residents are you currently serving each week?
16. What are your organization's areas of focus? (Please select all that apply) *

- [ ] Advocacy and organizing
- [ ] Animals
- [ ] Arts and culture
- [ ] Children and youth related
- [ ] Civic engagement (voting, voter registration)
- [ ] Education and literacy
- [ ] Emergency management and disaster response
- [ ] Employment and workforce development
- [ ] Environment and sustainability
- [ ] Faith-based
- [ ] Food access
- [ ] Health and medicine
- [ ] Homelessness and/or affordable housing
- [ ] Human rights
- [ ] Human services
- [ ] Immigrants and/or refugees
- [ ] Justice-related
- [ ] LGBTQIA+
- [ ] Legal services
- [ ] People with disabilities
- [ ] Senior services
- [ ] Women’s issues
- [ ] Other - (required)

17. What is your overall annual budget size? *

- [ ] Under $500,000
- [ ] $500,000 - $1,000,000
- [ ] $1,000,000 - $5,000,000
- [ ] Over $5,000,000

18. Number of full-time, paid staff (if organization operates outside of NYC as well, please include the NYC-based staff only) *

[ ]
19. Number of part-time, paid staff (if organization operates outside of NYC as well, please include the NYC-based staff only) *

20. Number of temporary, paid staff (if organization operates only of NYC as well, please include the NYC-based staff only) *

21. Number of paid staff dedicated to volunteer management *

22. Have you been engaged with any NYC Service programs? (Please select all that apply) *
   - NYC Service Enterprise
   - NYC Neighborhood Volunteer Collaborative
   - NYC Civic Corps
   - N/A
   - Other - (required)
23. What year did you become a certified service enterprise?

- 2017
- 2018
- 2019
- 2020
- Participating, but not yet certified
- Other -

24. What year(s) did you participate in Civic Corps?

- 2019-2020
- 2018-2019
- 2017-2018
- 2016-2017
- 2015-2016
- 2014-2015
- Other - (required)


25. List the name, title, email, and phone number for staff members who will be involved in the management and implementation of this funding. Please note that there must be at least two primary contacts at your organization.

**Primary Contact #1**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Title

Email Address

Phone Number
26. Primary contact #2

First Name

Last Name

Title

Email Address

Phone Number

27. Provide an overview of how your organization plans to use this funding to support volunteer efforts in response to the COVID-19 crisis. Your response should include a brief explanation of how the funding will increase volunteer capacity to better achieve your mission and meet the needs of the communities you serve. *
Page description:
For the programming that would be supported by this funding, please identify clear outputs and outcomes that you organization plans to accomplish by June 30, 2020.

**Outputs** are defined as the quantifiable products of an activity, e.g. # of meals delivered, individuals served, volunteers deployed, services rendered, etc.

**Outcomes** are defined as the changes in attitudes, behaviors, and relationships of individuals, groups or organizations you work with directly, and occur as a result of your outputs. NYC Service will be using this information to inform strategies to support your agency division, and will help us leverage varied data for reporting. Please be as specific as possible.

28. Please indicate Outputs, Outcomes, and Measure of Success *

Output 1
Outcome 1
Measure of Success 1

29. Please indicate Outputs, Outcomes, and Measure of Success (optional)

Output 2
Outcome 2
Measure of Success 2
30. Please indicate Outputs, Outcomes, and Measure of Success (optional)

<table>
<thead>
<tr>
<th>Output 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Outcome 3</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Measure of Success 3</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Budget Information**

**Page description:**
[ civic impact funding budget template](#) and [doing business data form](#)

31.

Please complete the budget template above and attach it here before you submit your application. A proposed budget that adds up to no more than $10,000 is required for your application to be considered complete and reviewed. If you have difficulties uploading this document please send to Jamaica Carter at jcarter@mofellow.nyc.gov along with the name of your organization.

*  

Browse...

32. Please attach the following financial information here:

- IRS Determination Letter
- Form 990
- Latest Audit (if applicable)

*  

Browse...
Thank you for submitting an application for NYC Civic Impact Funding. Your application will now be reviewed by NYC Service and you will be notified of your status no later than May 22nd, 2020.

If you have any questions, please contact Jamaica Carter, NYC Service Capacity Building Coordinator, at Jcarter@mofellow.nyc.gov

Thank you for taking our survey. Your response is very important to us.