FY21 NYC Civic Impact Funding

FY21 NYC Civic Impact Funding Request for Application (RFA)

NOTE: Please note that this application cannot be saved and returned to, and will require the applicant to upload an IRS 501(c)(3) Determination Letter, Form 990, as well as a Doing Business Data Form in order to be submitted. We recommend you gather these materials for easy access prior to beginning the application.

Overview
NYC Civic Impact Funding will support nonprofit and community-based organization efforts to engage volunteers who help deliver essential services to residents during the COVID-19 crisis. Organizations across the city are on the front lines – along with their volunteers – supporting residents in a multitude of ways. NYC Civic Impact Funding helps organizations 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. Food access continues to be a particularly high need area, so this funding will focus support on food supplying and/or serving organizations.

Requirements & Priorities
NYC Civic Impact Funding is open to all community-based organizations and nonprofits who are currently engaging volunteers to deliver services to communities. In particular, organizations must be engaging volunteers to improve communities’ access to healthy and culturally-appropriate food. In order to be eligible to apply, an organization must:

- Be community-based (e.g. serving one or more Mayor's Taskforce on Racial Inclusion & Equity (TRIE) neighborhood(s) within the five boroughs, with genuine relationships with community stakeholders and residents)
- 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.

- Seek to improve their volunteer management practices and have the ability to run an effective volunteer program designed to deliver critical services (e.g. volunteer food distribution, meal preparation, logistical support, tracking data)
- Supply and/or serve food. Funding may be used to support other COVID-19 response efforts that utilize volunteers, but volunteer-supported food distribution must be a major component of the programs funded.
- Use funding to provide services to residents in one or more Mayor's Taskforce on Racial Inclusion & Equity (a list of these neighborhoods can be found online here and is provided after Question #14 in this application)

Preference will be given to organizations that:

- Demonstrate the greatest need and impact, relative to scale (based on organizational budget size, staff capacity, project scope and budget)
- Use funding to provide services to residents in one or more Mayor's Taskforce on Racial Inclusion & Equity Priority Neighborhoods that is identified as having a large supply gap

Other Funding Details
Applicants may request one-time funding for up to $10,000 which must be used by June 30, 2021. 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, improvement, 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 for volunteer recruitment and/or management</td>
<td>Food for distribution (if your organization is in need of food for community distribution, pantries can request food through NYC’s Pandemic Food Reserve Emergency Distribution (P-FRED) program.</td>
</tr>
</tbody>
</table>
- Personal Protective Equipment (PPE) for volunteers
- Supplies and/or food to support volunteers
- Volunteer stipends (e.g. travel costs via metro card). *Note: volunteers receiving stipends should not be used as a replacement for full-time staff positions. Stipends should be used to offset costs incurred on behalf of volunteers, and should not be based on an hourly, daily, weekly, or monthly pay rate.*
- Volunteer training set up and/or materials
- Volunteer background checks and recruitment and/or outreach materials
- Plexiglass or other protective measures needed to transition from warm weather to cold weather operations
- Funding may also be used to support your organization in getting up and running with Plentiful – a free, easy-to-use reservation system for food pantries and the people they serve

| For more info, contact foodreserve@cityhall.nyc.gov. |

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**Funding recipients may propose funds to be used in other ways through their application, as long as the request supports volunteer engagement efforts in response to the COVID-19 crisis. However, food delivery/service must be a primary component of the application in order to be considered. For further questions, please contact cif@cityhall.nyc.gov.**

**Expectations of Funding Recipients**

**Selected Funding**

Selected funding recipients must:
• Submit a mid-term report and final report upon completion of the funding term
• Submit timely receipts and invoices for services rendered within the funding agreement
• Participate in the NYC Civic Impact Funding FY21 Orientation
• Participate in NYC Service Mid-Term and End-of-Term Check-Ins

• Participate in a debrief session at the end of the funding term with NYC Service and other funding recipients
• Coordinate with NYC Service to co-brand relevant projects and promote on external channels
• All funds must be used by June 30, 2021

Next Steps & Application Instructions
To apply, interested organizations must complete the 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 January 15th, 2021 at 5pm. Applicants will be informed of their application status on or around February 19th, 2021. The funding term is anticipated to begin during or around the week of March 1st, 2021.

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

Evaluation Criteria and Procedures
All applications accepted by NYC Service 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. I confirm that if my organization is awarded Civic Impact Funding, funding will be exclusively used to support NYC-based volunteer and civic engagement efforts related to COVID-19 response. *

( ) Yes
( ) No

3. How did you find out about the NYC Civic Impact Funding?

*  
( ) Community Board
( ) Elected Official
( ) Mayor’s Community Affairs Unit
( ) Mayor’s Office of Food Policy
( ) NYC Emergency Management
( ) NYC Service Email
( ) NYPD Community
( ) Facebook
( ) Instagram
( ) LinkedIn
( ) Twitter
( ) Other - Write In (Required): ____________________________________________ *
4. 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>January 15th at 5pm</td>
</tr>
<tr>
<td>Preliminary Funding Recipient Notification</td>
<td>During or around February 19th</td>
</tr>
<tr>
<td></td>
<td><em>(Note: selected organizations will be required to undergo a procurement caution check. Official acceptances will be issued once these checks are complete).</em></td>
</tr>
<tr>
<td>Funding Recipient Orientation</td>
<td>During or around week of March 1st</td>
</tr>
<tr>
<td>Implementation, Mid-Term Check Ins/Technical Assistance &amp; Support</td>
<td>During or around week of March 1st through June 30th</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>

5. I confirm that I have read and understand the above information.
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)

6. 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)

7. Organization Name:*
8. Executive Director Name (or Equivalent):*

9. Name of staff member or person submitting application*

10. Email of staff member or person submitting application*

11. Phone number of staff member or person submitting application*

Logic: Show/hide trigger exists.

12. 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.

Logic: Hidden unless: #12 Question "12. Is your organization a 501(c)(3) or do you have a fiscal sponsor?  " is one of the following answers ("We have a fiscal sponsor.")

Please provide the name of your fiscal sponsor.
13. Mission Statement *

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Logic: Show/hide trigger exists.

14. Which borough(s) do you serve? (Ctrl+ Click to select multiple options)*

( ) Bronx
( ) Brooklyn
( ) Queens
( ) Manhattan
( ) Staten Island

**Mayor's Taskforce on Racial Inclusion & Equity (TRIE) - List of Priority Neighborhoods**

The following lists priority neighborhoods identified by the Mayor's Taskforce on Racial Inclusion & Equity (TRIE). This list was developed from a multivariate analysis conducted by NYC Department of Health and Mental Hygiene (NYC DOHMH) which included social, economic, and health (including COVID) indicators, as well as additional health, social, and economic indicators of structural inequities. Note that all metrics used to identify the following neighborhoods reflect both direct, indirect, or risk factors for adverse impacts COVID-19.

While all organizations serving TRIE Neighborhoods are encouraged to apply, priority will be given to those organizations serving TRIE Neighborhoods that are also experiencing high unmet need for emergency food. These neighborhoods are highlighted below, and were determined using estimates from the most recent census tract-level data available.
<table>
<thead>
<tr>
<th>Row Number</th>
<th>Borough</th>
<th>Neighborhood</th>
<th>Zip Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bronx</td>
<td>Van Cortland Park and Jerome Park (BX CD 8)</td>
<td>10463, 10468</td>
</tr>
<tr>
<td>2</td>
<td>Bronx</td>
<td>Soundview and Soundview Bruckner (BX CD 9)</td>
<td>10472, 10473</td>
</tr>
<tr>
<td>3</td>
<td>Bronx</td>
<td>Mott Haven and Melrose (BX CD 1)</td>
<td>10451, 10455, 10456</td>
</tr>
<tr>
<td>4</td>
<td>Bronx</td>
<td>Longwood and Hunts Point (BX CD 2)</td>
<td>10474, 10455, 10459</td>
</tr>
<tr>
<td>5</td>
<td>Bronx</td>
<td>Highbridge (BX CD4)</td>
<td>10452</td>
</tr>
<tr>
<td>6</td>
<td>Bronx</td>
<td>East Tremont (BX CD6)</td>
<td>10457</td>
</tr>
<tr>
<td>7</td>
<td>Bronx</td>
<td>Morris Heights (BX CD 5)</td>
<td>10453</td>
</tr>
<tr>
<td>8</td>
<td>Bronx</td>
<td>Morrisania and Crotona (BX CD 3)</td>
<td>10456, 10459, 10460</td>
</tr>
<tr>
<td>9</td>
<td>Manhattan</td>
<td>Washington Heights and Inwood (CD 12)</td>
<td>10032, 10033, 10034, and 10040</td>
</tr>
<tr>
<td>10</td>
<td>Manhattan</td>
<td>Hamilton Heights and Morningside Heights (CD 9)</td>
<td>10031, 10032, 10025, 10027</td>
</tr>
<tr>
<td>11</td>
<td>Manhattan</td>
<td>LES and Chinatown (CD 3)</td>
<td>10002, 10003, 10009, 10013</td>
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<tr>
<td>12</td>
<td>Manhattan</td>
<td>East Harlem (CD 11)</td>
<td>10029, 10035,</td>
</tr>
<tr>
<td>13</td>
<td>Manhattan</td>
<td>Central Harlem (CD 10)</td>
<td>10026, 10027, 10030, 10037, 10039</td>
</tr>
<tr>
<td>14</td>
<td>Brooklyn</td>
<td>Brighton Beach (BK CD 13)</td>
<td>11235</td>
</tr>
<tr>
<td>15</td>
<td>Brooklyn</td>
<td>Brownsville (BK CD 16)</td>
<td>11212, 11233</td>
</tr>
<tr>
<td>16</td>
<td>Brooklyn</td>
<td>East New York and Starrett City (BK CD 5)</td>
<td>11207, 11208, 11239</td>
</tr>
<tr>
<td>17</td>
<td>Brooklyn</td>
<td>Sunset Park (BK CD 7)</td>
<td>11220, 11232</td>
</tr>
<tr>
<td>18</td>
<td>Brooklyn</td>
<td>Canarsie (BK CD 18)</td>
<td>11236</td>
</tr>
<tr>
<td>19</td>
<td>Brooklyn</td>
<td>Bushwick (BK CD 4)</td>
<td>11206, 11207, 11221, 11237</td>
</tr>
<tr>
<td>20</td>
<td>Brooklyn</td>
<td>Bed-stuy (BK CD 3)</td>
<td>11205, 11206, 11216, 11221, 11233, 11238</td>
</tr>
<tr>
<td>21</td>
<td>Brooklyn</td>
<td>East Flatbush (BK CD 17)</td>
<td>11203</td>
</tr>
<tr>
<td>22</td>
<td>Brooklyn</td>
<td>Coney Island (CD 13)</td>
<td>11224</td>
</tr>
<tr>
<td>23</td>
<td>Queens</td>
<td>Corona (Queens CD 4)</td>
<td>11368</td>
</tr>
<tr>
<td>24</td>
<td>Queens</td>
<td>Briarwood (Queens CD8)</td>
<td>11435</td>
</tr>
<tr>
<td>25</td>
<td>Queens</td>
<td>Jamaica (Queens CD12)</td>
<td>11412, 11423, 11432, 11433, 11434, 11435, 11436</td>
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</tr>
<tr>
<td>26</td>
<td>Queens</td>
<td>Rockaway and Far Rockaway (Queens CD 14)</td>
<td>11693, 11694, 11691</td>
</tr>
<tr>
<td>27</td>
<td>Queens</td>
<td>Queensbridge (Queens CD1)</td>
<td>11101</td>
</tr>
<tr>
<td>28</td>
<td>Staten Island</td>
<td>Stapleton – St. George (SI CD 1)</td>
<td>10304, 10301, 10310</td>
</tr>
</tbody>
</table>

Logic: Hidden unless: #15 Question "14. Which borough(s) do you serve? (Ctrl+ Click to select multiple options)" is one of the following answers ("Brooklyn")

Please indicate the neighborhood(s) you serve in each borough. (Ctrl+ Click to select multiple options)* Note that you should only select those neighborhoods in which your organization is actively serving residents.*

( ) 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
( ) Coney Island
( ) 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
( ) Flatlands
( ) Fort Greene
( ) Georgetown-Marine Park-Bergen Beach-Mill Basin
( ) Gravesend
( ) Greenpoint
( ) Homecrest
( ) Kensington-Ocean Parkway
( ) Madison
( ) Midwood
( ) North Side-South Side
( ) Ocean Hill
( ) Ocean Parkway South
( ) Park Slope-Gowanus
( ) Park-cemetery-etc-Brooklyn
( ) Prospect Heights
( ) Prospect Lefferts Gardens-Wingate
( ) Rugby-Remsen Village
( ) Seagate-Coney Island
( ) Sheepshead Bay-Gerritsen Beach-Manhattan Beach
( ) Starrett City
( ) Stuyvesant Heights
( ) Sunset Park East
( ) Sunset Park West
( ) West Brighton
( ) Williamsburg
( ) Windsor Terrace
Logic: Hidden unless: #15 Question "14. Which borough(s) do you serve? (Ctrl+ Click to select multiple options)" is one of the following answers ("Bronx")

Please indicate the neighborhood(s) you serve in each borough. (Ctrl+ Click to select multiple options)* Note that you should only select those neighborhoods in which your organization is actively serving residents.*

( ) Allerton-Pelham Gardens
( ) Bedford Park-Fordham North
( ) Belmont
( ) Bronxdale
( ) Claremont-Bathgate
( ) Co-op City
( ) Crotona Park East
( ) East Concourse-Concourse Village
( ) East Tremont
( ) Eastchester-Edenwald-Baychester
( ) Fordham South
( ) Highbridge
( ) Hunts Point
( ) Kingsbridge Heights
( ) Longwood
( ) Melrose South-Mott Haven North
( ) Morrisania-Melrose
( ) Mott Haven-Port Morris
( ) Mount Hope
( ) North Riverdale-Fieldston-Riverdale
( ) Norwood
( ) park-cemetery-etc-Bronx
( ) Parkchester
( ) Pelham Bay-Country Club-City Island
( ) Pelham Parkway
( ) Rikers Island
Please indicate the neighborhood(s) you serve in each borough. (Ctrl+ Click to select multiple options)* Note that you should only select those neighborhoods in which your organization is actively serving residents.*

( ) 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
( ) 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

Please indicate the neighborhood(s) you serve in each borough. (Ctrl+ Click to select multiple options)* Note that you should only select those neighborhoods in which your organization is actively serving residents.*

( ) Battery Park City-Lower Manhattan
( ) Central Harlem North-Polo Grounds
( ) Central Harlem South
( ) Chinatown
( ) Clinton
( ) East Harlem North
( ) East Harlem South
( ) East Village
( ) Gramercy
( ) Hamilton Heights
( ) Hudson Yards-Chelsea-Flat Iron-Union Square
( ) Lenox Hill-Roosevelt Island
( ) Lincoln Square
14. Which borough(s) do you serve? (Ctrl+ Click to select multiple options)

Please indicate the neighborhood(s) you serve in each borough. (Ctrl+ Click to select multiple options)* Note that you should only select those neighborhoods in which your organization is actively serving residents.*

( ) Lower East Side
( ) Manhattanville
( ) Marble Hill-Inwood
( ) Midtown-Midtown South
( ) Morningside Heights
( ) Murray Hill-Kips Bay
( ) park-cemetery-etc-Manhattan
( ) SoHo-TriBeCa-Civic Center-Little Italy
( ) Stuyvesant Town-Cooper Village
( ) Turtle Bay-East Midtown
( ) Upper East Side-Carnegie Hill
( ) Upper West Side
( ) Washington Heights North
( ) Washington Heights South
( ) West Village
( ) Yorkville

Logic: Hidden unless: #15 Question "14. Which borough(s) do you serve? (Ctrl+ Click to select multiple options)" is one of the following answers ("Staten Island")
( ) 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

Logic: Hidden unless: #15 Question "14. Which borough(s) do you serve? (Ctrl+ Click to select multiple options)" is one of the following answers ("Bronx","Brooklyn","Queens","Manhattan","Staten Island")

Please specify which of the Mayor's Taskforce on Racial Inclusion & Equity Neighborhood(s) you serve in each borough. (Ctrl+ Click to select multiple options)* Note that you should only select those neighborhoods in which your organization is actively serving residents.*

( ) Bronx: Van Cortland Park and Jerome Park (Zip Codes 10463, 10468)
( ) Bronx: Soundview and Soundview Bruckner (Zip Codes 10472, 10473)
( ) Bronx: Mott Haven and Melrose (Zip Codes 10451, 10455, 10456)
( ) Bronx: Longwood and Hunts Point (Zip Codes 10474, 10455, 10459)
( ) Bronx: Highbridge (Zip Codes 10452)
( ) Bronx: East Tremont (Zip Codes 10457)
( ) Bronx: Morris Heights (Zip Codes 10453)
( ) Bronx: Morrissania and Crotona (Zip Codes 10456, 10459, 10460)
( ) Manhattan: Washington Heights and Inwood (Zip Codes 10032, 10033, 10034, 10040)
( ) Manhattan: Hamilton Heights and Morningside Heights (Zip Codes 10031, 10032, 10025, 10027)
( ) Manhattan: LES and Chinatown (Zip Codes 10002, 10003, 10009, 10013)
( ) Manhattan: East Harlem (Zip Codes 10029, 10035)
( ) Manhattan: Central Harlem (Zip Codes 10026, 10027, 10030, 10037, 10039)
( ) Brooklyn: Brighton Beach (Zip Codes 11235)
( ) Brooklyn: Brownsville (Zip Codes 11212, 11233)
( ) Brooklyn: East New York and Starrett City (Zip Codes 11207, 11208, 11239)
( ) Brooklyn: Sunset Park (Zip Codes 11220, 11232)
( ) Brooklyn: Canarsie (Zip Codes 11236)
( ) Brooklyn: Bushwick (Zip Codes 11206, 11207, 11221, 11237)
( ) Brooklyn: Bed-stuy (Zip Codes 11205, 11206, 11216, 11221, 11233, 11238)
( ) Brooklyn: East Flatbush (Zip Codes 11203)
( ) Brooklyn: Coney Island (Zip Codes 11224)
( ) Queens: Corona (Zip Codes 11368)
( ) Queens: Briarwood (Zip Codes 11435)
( ) Queens: Jamaica (Zip Codes 11412, 11423, 11432, 11433, 11434, 11435, 11436)
( ) Queens: Rockaway and Far Rockaway (Zip Codes 11693, 11694, 11691)
( ) Queens: Queensbridge (Zip Codes 11101)
( ) Staten Island: Stapleton – St. George (Zip Codes 10304, 10301, 10310)
( ) None

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 in NYC as well, please include the NYC-based staff only) *

_________________________________________________

21. Number of paid staff dedicated to volunteer management *

_________________________________________________

**Logic: Show/hide trigger exists.**

22. Have you been engaged with any NYC Service programs? (Please select all that apply) *

[ ] NYC Civic Impact Funding (FY20 Cohort)
[ ] NYC Service Enterprise
[ ] NYC Neighborhood Volunteer Collaborative
[ ] NYC Civic Corps
[ ] N/A
[ ] Other - (required)

**Logic: Hidden unless: #23 Question "22. Have you been engaged with any NYC Service programs? (Please select all that apply)" is one of the following answers ("NYC Service Enterprise")**

What year did you become a certified service enterprise?

( ) 2017
( ) 2018
( ) 2019
( ) 2020
( ) Participating, but not yet certified

( ) Other -: _________________________________________________*

Logic: Hidden unless: #23 Question "22. Have you been engaged with any NYC Service programs? (Please select all that apply) " is one of the following answers ("NYC Civic Corps")

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

( ) 2020-2021

( ) 2019-2020

( ) 2018-2019

( ) 2017-2018

( ) 2016-2017

( ) 2015-2016

( ) 2014-2015

( ) Other - (required): ____________________________________________*

23. 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*

First Name: _________________________________________________

Last Name: _________________________________________________

Title: ______________________________________________________

Email Address: _______________________________________________

Phone Number: _______________________________________________

24. Primary contact #2

First Name: _________________________________________________

Last Name: _________________________________________________
25. Is your organization currently supplying and/or delivering food?*

( ) Yes
( ) No, but the organization plans to use Civic Impact Funding to stand-up a food distribution program
( ) No, the organization is responding to the COVID-19 crisis in a different way
( ) Other - Write In (Required): _________________________________________________*

Please provide a brief description of your organization's current or planned food distribution model (i.e. door to door delivery, pop-up distribution events, you run a pantry, etc.) *

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26. Is your organization engaging or working to engage volunteers to deliver services? *

( ) Yes, my organization is currently engaging volunteers to deliver services
( ) No, my organization is not engaging volunteers as part of our efforts to deliver services
How many volunteers is your organization currently engaging?*

_________________________________________________

Logic: Hidden unless: #30 Question "26. Is your organization engaging or working to engage volunteers to deliver services? " is one of the following answers ("Yes, my organization is currently engaging volunteers to deliver services")

Please describe your current volunteer programs and plans for volunteer engagement. Your answer should touch on some of the primary components of volunteer management such as recruitment, onboarding, and supervision, and describe how you plan to use NYC Civic Impact Funding to support these efforts.*

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27. Provide an overview of how your organization plans to use this funding to provide food to members of the community you serve.*

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________________________________________________________________________
28. Please describe the community your organization serves, and why/how your organization is best positioned to respond to and address the needs of that community using Civic Impact Funding.*

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Volunteer Tracking and Evaluation

For the programming that would be supported by this funding, selected organizations are required to report on three common outputs related to food distribution and volunteer engagement. In addition, selected organizations can also submit up to three (3) secondary outputs and outcomes, such as youth mentored or seniors receiving social support. Note that Common Outputs #1-#3 are required. Additional outputs and outcomes are optional.

**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.

29. Common Output #1: Total number of unique volunteers to be engaged before June 30, 2021. *
30. Common Output #2 (OPTION A): Total number of unique residents to be served before June 30, 2021.

NOTE: For Output #2, please choose EITHER Option A or Option B. Failure to select an option may result in the disqualification of your application. Option A refers to the number of unique residents you suspect your organization will serve during the funding period. Whether you count residents or households will likely depend on your organization’s food distribution model (i.e. whether you distribute food to individuals at pop-up events or to households via a door-to-door delivery model).

31. Common Output #2 (OPTION B): Total number of unique households to be served before June 30, 2021.

NOTE: For Output #2, please choose EITHER Option A or Option B. Failure to select an option may result in the disqualification of your application. Option B refers to the number of unique households you suspect your organization will serve during the funding period. Whether you count residents or households will likely depend on your organization’s food distribution model (i.e. whether you distribute food to individuals at pop-up events or to households via a door-to-door delivery model).

32. Common Output #3 (OPTION A): Total number of pounds of food to be distributed to residents before June 30, 2021.

NOTE: For Output #3, please choose EITHER Option A or Option B. Failure to select an option may result in the disqualification of your application. Option A refers to the number of pounds of food you suspect your organization will serve to residents during the funding period. To determine the number of pounds of food your organization serves, we recommend weighing a single unit of food for distribution (e.g. a grocery bag, a box containing ingredients for preparing meals at the recipients home, or weighing ONLY the food within a larger care package), and multiplying that figure by the number of units you suspect your organization will distribute. If your organization serves prepared meals, we recommend selecting Option B for Output #3.

33. Common Output #3 (OPTION B): Total number of meals to be distributed to residents before June 30, 2021.

NOTE: For Output #3, please choose EITHER Option A or Option B. Failure to select an option may result in the disqualification of your application. Option B refers to the number of meals you suspect your organization will serve to residents during the funding period. If your organization serves prepared meals, we recommend selecting Option B for Output #3.

34. Please indicate additional Outputs and Outcomes (optional)
Additional Output 1 (Description of Measure):

Additional Output 1 (Numerical Target):

Additional Outcome 1 (Description of Measure):

35. Please indicate additional Outputs and Outcomes (optional)

Additional Output 2 (Description of Measure):

Additional Output 2 (Numerical Target):

Additional Outcome 2 (Description of Measure):

36. Please indicate additional Outputs and Outcomes (optional)

Additional Output 3 (Description of Measure):

Additional Output 3 (Numerical Target):

Additional Outcome 3 (Description of Measure):

Budget Information

Civic Impact Funding Budget Template and Doing Business Data Form

37. 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 a copy to cif@cityhall.nyc.gov and include the name of your organization in the message's subject line.

* 

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38. Please attach the following financial information here:
   - IRS Determination Letter
   - Form 990
   - Latest Audit (if applicable)

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39. All applicants are required to register with the City to do business. Please attach a completed Doing Business Data Form here:

* 

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Thank You!

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 on or around February 19th, 2021.
If you have any questions, please contact cif@cityhall.nyc.gov.
Thank you for taking our survey. Your response is very important to us.