

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.

Funding May be Used for:	Funding May NOT be Used for:
<ul style="list-style-type: none"> • Permanent employees directly supporting or leading volunteer engagement efforts to deliver critical services • Temporary employees or consultants to help build capacity for volunteer recruitment and/or management 	<ul style="list-style-type: none"> • Office furniture/equipment, general operating costs (e.g. rent, insurance, and/or utilities), and general administration fees • 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.

- 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.

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

Funding Timeline

Task	Date
Application Deadline	January 15th at 5pm
Preliminary Funding Recipient Notification (<i>Note: selected organizations will be required to undergo a procurement caution check. Official acceptances will be issued once these checks are complete</i>).	During or around February 19th
Funding Recipient Orientation	During or around week of March 1st
Implementation, Mid-Term Check Ins/Technical Assistance & Support	During or around week of March 1st through June 30th
End of Funding Term	June 30th
Funding recipients submit final report and invoices/receipts for reimbursement	July 15th
Evaluation & Program Review	July 30th

5. 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)**

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.

Row Number	Borough	Neighborhood	Zip Codes
1	Bronx	Van Cortland Park and Jerome Park (BX CD 8)	10463, 10468
2	Bronx	Soundview and Soundview Bruckner (BX CD 9)	10472, 10473
3	Bronx	Mott Haven and Melrose (BX CD 1)	10451, 10455, 10456
4	Bronx	Longwood and Hunts Point (BX CD 2)	10474, 10455, 10459
5	Bronx	Highbridge (BX CD4)	10452
6	Bronx	East Tremont (BX CD6)	10457
7	Bronx	Morris Heights (BX CD 5)	10453
8	Bronx	Morrisania and Crotona (BX CD 3)	10456, 10459, 10460
9	Manhattan	Washington Heights and Inwood (CD 12)	10032, 10033, 10034, and 10040
10	Manhattan	Hamilton Heights and Morningside Heights (CD 9)	10031, 10032, 10025, 10027
11	Manhattan	LES and Chinatown (CD 3)	10002, 10003, 10009, 10013
12	Manhattan	East Harlem (CD 11)	10029, 10035,
13	Manhattan	Central Harlem (CD 10)	10026, 10027, 10030, 10037, 10039
14	Brooklyn	Brighton Beach (BK CD 13)	11235
15	Brooklyn	Brownsville (BK CD 16)	11212, 11233
16	Brooklyn	East New York and Starrett City (BK CD 5)	11207, 11208, 11239
17	Brooklyn	Sunset Park (BK CD 7)	11220, 11232
18	Brooklyn	Canarsie (BK CD 18)	11236
19	Brooklyn	Bushwick (BK CD 4)	11206, 11207, 11221, 11237
20	Brooklyn	Bed-stuy (BK CD 3)	11205, 11206, 11216, 11221, 11233, 11238
21	Brooklyn	East Flatbush (BK CD 17)	11203
22	Brooklyn	Coney Island (CD 13)	11224
23	Queens	Corona (Queens CD 4)	11368
24	Queens	Briarwood (Queens CD8)	11435

25	Queens	Jamaica (Queens CD12)	11412, 11423, 11432, 11433, 11434, 11435, 11436
26	Queens	Rockaway and Far Rockaway (Queens CD 14)	11693, 11694, 11691
27	Queens	Queensbridge (Queens CD1)	11101
28	Staten Island	Stapleton – St. George (SI CD 1)	10304, 10301, 10310

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

- Schuylerville-Throgs Neck-Edgewater Park
- Soundview-Bruckner
- Soundview-Castle Hill-Clason Point-Harding Park
- Spuyten Duyvil-Kingsbridge
- University Heights-Morris Heights
- Van Cortlandt Village
- Van Nest-Morris Park-Westchester Square
- West Concourse
- West Farms-Bronx River
- Westchester-Unionport
- Williamsbridge-Olinville
- Woodlawn-Wakefield

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

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

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

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

- 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")

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.*

- 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

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: Morrisania 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 of 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: _____

Title: _____

Email Address: _____

Phone Number: _____

Logic: Show/hide trigger exists.

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): _____ *

Logic: Hidden unless: #28 Question "25. Is your organization currently supplying and/or delivering food?" is one of the following answers ("Yes", "No, but the organization plans to use Civic Impact Funding to stand-up a food distribution program")

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

Logic: Show/hide trigger exists.

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

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")

How many volunteers is your organizations 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.*

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

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.*

Volunteer Tracking and Evaluation

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.
