

2017 Request for Proposals

American immigration policy is at a crossroads. A series of executive orders have attempted to halt refugee admission and severely restrict immigration from some majority-Muslim countries. The federal government also is ratcheting up deportation, including through “expedited removal” policies that strip immigrants of the right to appear before an immigration judge. In New York City, these policy changes are likely to have significant implications for law enforcement and public safety. They have already generated tremendous fear and confusion in local immigrant communities.

Since its founding in 1987, the Fund for New Citizens has awarded more than \$20 million in grants to assist local immigrants and the organizations that work on their behalf. The Fund remains committed to helping immigrant-led, community-based nonprofits advocate for pro-immigrant policies and provide critical services and support to immigrants living and working in the City’s five boroughs.

Grant Opportunity

This year, the Fund is inviting local, immigrant-led nonprofits to submit proposals of up to five pages in length for capacity-building or advocacy projects *that respond directly to the current immigration policy environment*. This includes:

- 1) Capacity-building activities aimed at strengthening organizational infrastructure, resolving administrative challenges, and expanding programming through:
 - Improvement of financial and data management systems;
 - Implementing new fundraising methods;
 - Leadership, board, and staff development;
 - Coordination of partnerships with other nonprofits, faith-based groups, healthcare providers, schools, and/or government agencies;
 - Volunteer recruitment and training;
 - Strategic communications;
 - Creating a new staff position or hiring a consultant to implement a new (not existing or ongoing) program; and/or
 - Implementing new technology and processes that will allow for improved or expanded outreach and/or service delivery.

- 2) Advocacy and community education comprising:
 - Immigration policy advocacy at the local and state levels;
 - Community organizing around immigrants’ rights; and/or
 - Know-your-rights trainings and emergency planning for at-risk immigrants and their families.

Capacity-building grants will not exceed \$55,000 for two years (\$35,000 in year one and \$20,000 in year two). Advocacy and community education grants are expected to range from \$40,000 to \$70,000 for one year; however, most grants will not exceed \$60,000. Although the Fund has supported individual legal representation in the past, it is not a priority for this request.

Eligibility and Priorities

Groups may request support for either capacity-building or advocacy, but not both. To be eligible to receive either type of grant, a group must have an annual budget of at least \$200,000.* Applicants for capacity-building grants must have annual budgets of less than \$1 million, and groups that have received a capacity-building grant from the Fund in the past five years may not apply for that type of funding.

The Fund will not make grants to support ongoing programming. That said, please take care to propose a project that will allow you to be flexible and responsive to unexpected changes in immigration law, policy, and services during the coming year.

Priority will be given to organizations that are immigrant-led (i.e., a majority of the board and staff are immigrants) and have a clear track record of advocating for immigrant communities (e.g., conducting public outreach and education, community organizing, and/or policy advocacy focused on immigration policy and immigrant rights).

Competitive applicants also will have:

- Demonstrated commitment to helping immigrants participate in policy debates, access legal services, and/or benefit from new civic opportunities;
- Active partnerships with other organizations addressing common concerns; and
- Adequate stability among the staff and board.

Organizations submitting a proposal are strongly encouraged to attend one or both of the following professional development workshops, which will be held at The Trust's offices (909 Third Avenue, 22nd Floor, New York, NY 10022) on **Tuesday, April 11:**

1. Capacity-Building, presented by Community Research Exchange (3:00-4:00 pm)
2. Permissible Advocacy, presented by Lawyers Alliance for New York (4:15-5:15 pm)

Space is limited and advance registration is required. If you are interested in joining us, please email fundfornewcitizens@nyct-cfi.org by **April 10 at 12:00 pm**, and indicate your full name and the workshop(s) you would like to attend.

* Exceptions to the minimum budget requirement are considered on a case-by-case basis. If you would like to request an exception, please contact fundfornewcitizens@nyct-cfi.org.

Application Process

Please include the following in your proposal:

1. Copy of the proposal cover sheet that you have submitted online. You can complete and submit the proposal coversheet here:
<https://proposals.nycommunitytrust.org/Proposal/Create/?loiRespKey=0&rfpId=2>
2. Proposal narrative (please limit to five single-spaced pages and use a 12 pt. font), that includes information about:
 - Your organization’s mission and programming.
 - The ethnic group(s) that you serve, the particular challenges your constituents face, and how you are helping to address those challenges
 - Your goal for the project and the activities you propose to undertake
 - A list of 3-6 project deliverables (groups who are applying for two-year capacity-building grants should provide 3 deliverables for each year)
 - The name(s) of any consultants or organizations you plan to work with
 - If appropriate, your plan to maintain and sustain the proposed project in the longer-term (i.e., beyond the grant period)
3. Project budget, including expenses (you may include staff time and other organizational costs) and other sources of revenue.
4. List of the board of directors, including years with the organization.
5. 2016 actual income and expense statement and year-end balance sheet, and 2017 projected organizational budget. (Please include sources of income and expenses).
6. Most recent audited financial statement or IRS Form 990.
7. Proof of tax exemption/501(c)(3) status (or a fiscal agent agreement).

Please email a single PDF containing the proposal narrative, project budget, and organizational budget to fundfornewcitizens@nyct-cfi.org by 5:00 pm on **Tuesday, April 25**. Please include your organization’s name in the subject line.

A hard copy of the entire application, including the proposal narrative, project budget, and all supporting materials, should be sent by first-class mail, postmarked no later than **Wednesday, April 26**, to:

Sheila Dinkins
Fund for New Citizens in
The New York Community Trust
909 Third Avenue, 22nd Floor
New York, NY 10022

Grant applications submitted after the due dates will not be considered for funding. Questions about this Request for Proposals may be emailed to fundfornewcitizens@nyct-cfi.org; please include your contact information. Grants will be announced in summer 2017.