

**NYC COVID-19
RESPONSE & IMPACT FUND
IN THE NEW YORK COMMUNITY TRUST**

Request for Proposals for Human Services Organizations Impacted by COVID-19

INTRODUCTION

The New York City COVID-19 Response & Impact Fund requests proposals from New York City human services nonprofits with operating budgets of less than \$20 million, excluding government payments. To be eligible, organizations must be 501(c)(3) organizations, receive New York City or New York State government funding, and demonstrate a track record of robust programming and services for New York City residents.

Priority will be given to direct service providers, particularly those supporting essential healthcare, food delivery, and education services. Grants will cover a twelve-week period and are expected to be between \$10,000 and \$250,000; award amounts will take into consideration the organization's total operating budget.

If you are seeking a grant for expenses that you expect will eventually be covered by a government contract, please apply instead to our no-interest loan program through the [Nonprofit Finance Fund](#). Grants will not cover expenses that will be reimbursed by government contracts or awards.

Note: These parameters may change in response to the situation and organizational needs. All such changes will be communicated to applicants.

PROPOSAL QUESTIONNAIRE

Organization Name (and DBA if different): _____

Mission Statement: _____

Annual Operating Budget (excluding government payments) : _____

Grant Amount Requested: _____

Eligible nonprofits may request funding in one or more of the categories described below. Please check the category or categories for which you seek support.

equipment to comply with public health measures designed to slow the spread of COVID-19, including remote work and social distancing. Examples include:

- technology (remote conference capacity, laptops, online program delivery)
- emergency supplies (cleaning supplies and services)

personnel costs related to COVID-19. Examples include:

- hiring temporary staff to cover shortages caused by employees who are ill, may have to quarantine, or stay home to care for family members or children during school closures
- payroll obligations jeopardized by lost revenue resulting from facility closures and/or cancelled services or programming (grants will not make up for lost fundraising event revenue)

new and emergency needs, particularly for service offerings outside normal operations to respond to social distancing, isolation and quarantine. Examples include:

- expanded meal delivery for at-risk New Yorkers who are newly homebound or quarantined
- remote educational programming
- protocols to keep housing insecure New Yorkers sheltered while reducing the spread of the virus.

4. How will the requested funding help your organization address the COVID-19 issues you described for each category you checked above? (400 words or less)

5. Budget: for each category of funding requested above, please indicate how much you are seeking and itemize how you would spend the funds, i.e., how much will be spent for equipment (including the quantity and cost of the equipment); personnel (including titles); and new program-related costs. (250 words or less)

See following page for submission instructions.

Submission Instructions:

1. In a single PDF file of 25MB or less named [your organization.pdf], include the completed version of this document as well as:
 - a copy of proof of New York City or State funding (ex. award letter or contract)
 - your current operating budget.
2. Go to proposals.nycommunitytrust.org, make sure your web browser window is maximized and click on “Respond to an RFP”, then click “Apply” next to NYC COVID-19 Human Services RFP, and follow the instructions.

Proposals will be reviewed on a rolling basis. Applicants will be notified by email. Additional limited information may be required. Questions about this RFP may be emailed to Barbara Taveras at bat@nyct-cfi.org. Please include your contact information on the email.