



## NEW YORK UNIVERSITY

A private university in the public service

Civic Engagement  
University Relations and Public Affairs  
25 West Fourth Street, 5<sup>th</sup> Floor  
New York, New York 10012-1119  
telephone: 212 998 2329  
fax: 212 995 4690

### **GRANT DEADLINE - November 1, 2009**

Memorandum to: The NYU Community

From: Lisa Kail  
Assistant Director of Civic Engagement

Re: Community Service Project Grants

The Office of Civic Engagement offers the opportunity for NYU faculty, staff, administrators and students to apply for Community Service Project Grants offered on a semi-annual basis. Those who wish to initiate, expand and/or enhance creative service projects of an ongoing nature that are focused on the Lower East Side and Greenwich Village or in the neighborhood adjacent to your NYU School or Division are encouraged to apply. The maximum amount awarded for each application is \$500.00.

Enclosed is a Community Service Project Grant application for your reference. In order for your proposal to be considered complete, the application form must be accompanied by a typed description of the proposed project (approximately 250 words), a paragraph breaking down approximate expenditures as well as naming the NYU administrator responsible for the disbursement of the funds (fiscal agent), and letters of support from all organizational partners and dean(s) of the school(s) from which you are affiliated. The Office of Civic Engagement must receive two complete copies of the entire proposal no later than 5pm on **November 1, 2009** to the attention of Lisa Kail, 25 West 4th Street, Room 527. An appointed committee then reviews the proposals and notifies applicants of their status in January 2010.

**Application Deadline: November 1, 2009** for projects to be piloted during **Spring or Summer 2010**.

If you require any additional information regarding the Community Service Project Grant application process, please contact Lisa Kail at 998-2195.

**Attachments: (5)**

Guidelines / Application Instructions and Checklist  
Proposal Overview  
Application Form  
Proposal Outline  
Grant Criteria

# New York University Office of Civic Engagement

## Community Service Project Grants

---

### GUIDELINES

- To develop creative ways to address social or environmental issues on the Lower East Side and in Greenwich Village or in the neighborhood adjacent to your NYU School or Division.
- To initiate or expand service projects of an ongoing nature.
- To encourage projects which bring together faculty, students and staff.
- Grants range from \$100 to \$500.

### APPLICATION INSTRUCTIONS

- Submit ten complete, collated copies of your application.
- **Community Service Project Grant Applications must be submitted in their entirety.** We are unable to grant extensions for supporting documents that are not complete at the time of application.
- **Deans and Agency Directors have very demanding schedules, it is strongly advised that applicants submit their requests for letters of support at least two weeks prior to the application deadline.**
- Your fiscal agent must agree in advance to oversee the distribution and documentation of your funds.

### APPLICATION CHECKLIST

- Application Form
- Project Description
- Budget Outline
- Applicable Letter(s) of Support

**Application Deadline: November 1, 2009**

New York University Office of Civic Engagement

Invites All New York University Faculty, Students  
and Staff to Submit

**Proposals for**

**Community Service Project Grants**

Application Deadline: November 1, 2009



New York University is pleased to offer Community Service Project Grants for faculty, students and staff. These grants are available to initiate, expand and enhance creative service projects of an ongoing nature that focus on the Lower East Side and Greenwich Village, or in neighborhoods adjacent to your NYU School or Division.

Community Service Project Grants build on NYU's rich history of service in Greenwich Village and the Lower East Side where student clubs, schools and divisions throughout the University are currently providing invaluable community service. These grants are part of the University's efforts to enhance and expand community service initiatives, as well as promote community awareness through the rich and diverse resources and activities within the NYU community.

Grants may support new or existing projects or serve as seed money for model programs that will seek larger external funding. It is hoped that these grants will foster the creativity of faculty, students, and staff to develop service projects which meet pressing community needs on an ongoing basis. Proposals are reviewed by a selection committee made up of faculty and administrators.

**Community Service Project Grants**  
**APPLICATION FORM**  
**Application Deadline: November 1, 2009**

New York University invites interested faculty, students and staff to submit applications for Community Service Project Grants. The purpose of these grants is to fund the development of new or enhanced service projects of an ongoing nature which meet significant community needs. Priority will be given to proposals focused on the Lower East Side and Greenwich Village or in neighborhoods adjacent to your NYU School or Division. Applicants can submit proposals as individuals, or as part of a team. Proposals for projects that bring together faculty, students and staff to serve the community on a long-term basis are strongly encouraged. Grant awards range from \$100 to \$500.

Since the spirit of Community Service Project Grants is to foster service initiatives at NYU, a wide variety of approaches are encouraged. Service projects can focus on any of the range of social and environmental issues which face the Lower East Side and Greenwich Village, but must be developed in partnership with a sponsoring organization from one of these neighborhoods. NYU departments, organizations and clubs are especially encouraged to apply. If you need assistance in linking to an appropriate organizational sponsor for the project, please call the Office of Civic Engagement at 998-2329.

Project Title: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

E-mail address: \_\_\_\_\_

ID Number (N#): \_\_\_\_\_

School or department: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Status of applicant (student, faculty, staff): \_\_\_\_\_

If student, expected date of graduation: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Name(s) of collaborating organization(s): \_\_\_\_\_

## **Project Description**

In approximately 250 words, describe the service project you have proposed. Include a clear statement of purpose and goals of the service project, a description of how the service project was designed with community input, and an overview of the type of service that will be completed. Please also indicate the semester(s) during which your project is to take place along with a time frame for its completion. Applicants are encouraged to provide a breakdown of each phase of the project, highlighting such things as recruitment of additional volunteers, event descriptions and planning, project preparation, recognition events, and other relevant information. This essay should also address plans to ensure the continuity of the service project beyond the term of the grant.

## **Budget Outline**

In one paragraph describe how you would use award funds if you received them and who will serve as the fiscal agent for your grant. Fiscal agents must be full-time NYU employees who are able to access funds through the NYU F.A.M.E. system and able to attend a Fiscal Agent Workshop if applicable. In addition, applicants are asked to provide a detailed breakdown of proposed expenses, such as transportation, postage, refreshments, supplies, etc. The award money can be used to strengthen or sustain a project of your choice, but should not be allocated for your school or personal expenses.

## **Applicable Letters of Support**

**Letters of support from organizational partner(s) and Dean(s) of school(s) must be attached. Applications submitted without these attachments may not be considered.**

## **Proposal Submission**

**Two (2) copies**, of a completed proposal should be submitted to:

The Office of Civic Engagement  
25 W. 4<sup>th</sup> Street, Room 527  
New York, NY 10012  
Attn: Community Service Project Grants

For further information or additional copies of the guidelines, please call  
The Office of Civic Engagement at 998-2329.

## **Project Grant Suggested Criteria**

### **Community Service Project Grants may be used for the following:**

*(This is a suggested list based on past allocations. It is not intended to limit your requests, but to guide them.)*

1. Educational materials to support an ongoing project (i.e., books for a literacy program, sample test books for an SAT prep program, etc.)
2. Printing costs to cover educational materials needed for a project (materials must not infringe upon copyright).
3. Minor equipment necessary for completion of the project (i.e., we will cover the cost of film for a photography workshop, but typically not purchase the camera.)
4. Group admission to museums, purchase of discount tickets for cultural events, etc. to enable a group or class to attend a performance. (Note: We discourage applying for funding for Broadway tickets given that the maximum amount of \$500 would fund very few tickets. We encourage projects that explore some of the lesser-known cultural venues throughout the city and ask that applicants demonstrate how many tickets will be purchased and what, if any, discount is being provided to support the group.)
5. Group transportation to and from a service project or field trip;
6. Refreshments for project participants (although it is strongly advised that this not comprise the bulk of the request).

### **Community Service Project Grants may not be used for the following:**

*(This list is representative and is not intended to suggest that these are the only items that might be rejected.)*

1. Professional fees, stipends, or honoraria for volunteers or professional services;
2. Transportation costs for volunteers, (i.e. “cab fare to bad neighborhoods,” Metro-Cards to get to and from volunteer site);
3. Purchase of capital equipment (computers, televisions, video cameras, etc.).
4. General operating expenses for clubs or non-profit organizations;
5. Purchase of full-priced theater tickets;
6. Purchase of prizes to be used as incentives.