



NEW YORK UNIVERSITY

A private university in the public service

Civic Engagement

University Relations and Public Affairs

25 West Fourth Street, 5th Floor

New York, New York 10012-1119

telephone: 212 998 2329

fax: 212 995 4690

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 a total of ten copies of the entire proposal no later than 5pm on **November 3, 2008** 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 December.

Application Deadline: November 3, 2008 for projects to be piloted during **Spring and Summer 2009**.

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

Attachments: (7)

Guidelines / Application Instructions and Checklist

Proposal Overview

Application Form

Proposal Outline

Grant Criteria

Fiscal Agent Outline

Fiscal Agent Agreement

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
- ❑ Fiscal Agent Agreement

Application Deadline: November 3, 2008

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 3, 2008



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 3, 2008

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

Ten (10) copies, of a completed proposal should be submitted to:

The Office of Civic Engagement
25 W. 4th 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, vcr’s televisions, video cameras, etc.).
4. General operating expenses for clubs or non-profit organizations;
5. Purchase of full-price theater tickets;
6. Purchase of prizes to be used as incentives.

Community Service Project Grant Fiscal Agent Role and Responsibilities

In order to serve as a Fiscal Agent for any community service project grant you must meet the following criteria:

- **All Fiscal Agents must have knowledge of budget lines**
Once approved, Community Service Project Grant funds are transferred from the Office of Civic Engagement budget to a budget line in the recipient's school, department or division. The Fiscal Agent is responsible for identifying the appropriate budget number.
This number is comprised of:
5 digit Account number – this is the budget line, i.e.,
63110 - Office Supplies
63410 – Books and Periodicals
65182 – Dinner and Meeting
2 digit Fund number such as:
10, Current Unrestricted Fund
22, Exp Gift & Non-Fed Grant Unrestricted
Note: these 2 fund examples are for illustrative purposes only, there are 44 funds in total that may be applicable to your school, department or division.
5 digit Organization Number
This number identifies your school, department or division.
- **All Fiscal Agents must have access to F.A.M.E. (Financial Accounting Made Easy)**
New York University's on-line budget management system
- **All Fiscal Agents must have access to Petty Cash**
Most Community Service Project Grant expenditures expenses range from \$5.00 to \$100.00. **Grant recipients generally lay out their own money**, so it is important that they are reimbursed in a timely fashion (2 – 4 days).
- **Access to Central Supply Ordering**
Many of the purchases are for items such as: pens, markers, construction paper, glue, etc. Central Supply (www.stapleslink.com) is the preferred office supply provider for purchases.

Thank you for agreeing to serve as the Fiscal Agent for Community Service Project Grant funds. Please review these criteria and sign the attached fiscal agent agreement, indicating your acceptance of these terms and responsibilities.

For further information or assistance, please contact Lisa Kail, Assistant Director in the Office of Civic Engagement at 998-2195.

**Community Service Project Grant
Fiscal Agent Agreement**

NAME:

DEPARTMENT/SCHOOL/DIVISION:

ADDRESS:

TELEPHONE #:

FAX #:

E-MAIL ADDRESS:

If approved, I agree to serve as fiscal agent for the community service project grant titled:

I have read and agree to the terms of the “Fiscal Agent Role and Responsibilities” document.

Signature

Date