Proposals for The New York Community Trust–Westchester's Ongoing Competitive Grants Program

After reading the guidelines (on the "Grantseeker Process Overview" page of our website) to assure the fit between your project and our program, please put together the following materials in a single PDF document of less than 25MB titled [yourorganizationname.pdf]*:

1. A brief cover letter on the organization's letterhead signed by the paid staff head or designee confirming the organizational commitment to the project;

2. A narrative proposal (no more than five numbered pages) that includes:
   - A description of your agency's background (mission, major activities, and credentials for carrying out the project).
   - A brief statement of the public policy, systems, or service delivery problem you seek to address.
   - Which Westchester funding area your project relates to (see funding areas on the "What we fund in Westchester Funds" page of our website).
   - A description of your plans to address the problem, including the project's:
     - goals and objectives;
     - planned activities, including who will benefit and how policies, systems, or services will improve; and
     - expected outcomes and plan for measuring results.
   - For requests for renewed funding, please also include the following:
     - a description of progress made with earlier support from The Trust (Westchester); and
     - a brief statement of how the project will be sustained after our support ends. The narrative need not address the topics in order, or even one at a time. Rather, the narrative should make a compelling case for the needed changes, how the proposed activities will lead to the desired change, and why your agency is prepared to carry out the project.

3. An itemized project budget that reflects the full costs of carrying out the project (as opposed to just the amount requested here). The budget should also list other pending and/or confirmed income to support the project, as well as any in-kind contributions. Please round up to the nearest thousand for all line items in the project budget; **

4. Your current year annual operating budget; and

5. A list of your board of directors, including affiliations. We generally require that a board should have at least four members (we prefer at least five); all board members should be unrelated; and no more than one board member should be paid, typically the paid staff head.

**Note: For grants to universities, hospitals, academic medical centers, and affiliated nonprofit fiscal sponsors (e.g. research foundations affiliated with fundraising vehicles of government agencies), overhead costs for grant administration may not exceed five percent of the total project budget. Administrative costs related to carrying out the proposed grant activities, including space, materials, and supplies, and technology for project staff, are not subject to the five percent limit, and should be identified separately in the proposed itemized project budget.

You may submit a proposal anytime to our competitive grants program. We build in a long lead time to review proposals and prepare grant recommendations for three board meetings each year (March, June, November). Program staff weigh many considerations in preparing grant recommendations and cannot promise that any proposal will be considered at a particular board meeting.

The dates in the table below indicate when applicants can expect a decision on their grant application.

2025 Competitive Grantmaking Calendar:

Grant applications received in the Grantseeker Portal by:	Decision notification sent by email no later than:
October 4, 2024	End of March 2025
January 24, 2025	End of June 2025
May 23, 2025	End of November 2025