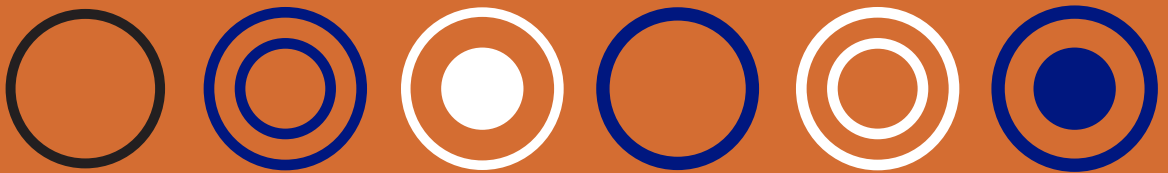


CITIZENS COMMITTEE FOR NEW YORK CITY

MOLLIE PARNIS DRESS UP YOUR SCHOOL AWARDS GRANT APPLICATION



Fall Deadline: March 14, 2008
Spring Deadline: September 30, 2008

Citizens Committee for New York City invites public school based student groups to apply for grants through its Mollie Parnis Dress Up Your School Awards. The awards, which range from \$500 to \$3,000, support student led projects that beautify schools or neighborhoods immediately surrounding schools.

Project examples include painting a mural in a hallway; partnering with a neighborhood association to improve and maintain a community garden, and using the garden for school earth science projects; launching a school recycling program and raising awareness about the importance of protecting the environment; and organizing a performance on the school lawn.

Citizens Committee for New York City supports student groups across the city in their efforts to build stronger schools and communities. In addition to small grants, we offer one-on-one project implementation assistance, skills-building workshops, leadership trainings, a resource center with a computer station and an equipment loan library. We also bring student groups together to share ideas, experiences, and expertise.

Rules and Guidelines

Applications will be accepted from public school-based student groups. At least one teacher should be closely connected to the group, and available to offer support. **Teachers may assist with completing the application, but students should take the lead.** Groups may be newly established or in the process of forming. We do not award more than two grants for the same project in a two-year period. However, groups may submit separate proposals for different projects.

Submitting an application is easy: Describe a project to strengthen your school that can be carried out within a six month time period. Estimate how much it will realistically cost and request a grant amount that accurately reflects that cost. **The requested amount must be matched with non-cash donations, money your group has already raised, or time that student and teacher volunteers contribute to the project (each volunteer hour is valued at \$15).**

Citizens Committee staff will review applications. **We look for projects that: are clear and thoughtful; creatively address school or community concerns; contribute to building stronger school communities through significant and meaningful student participation in the planning and implementation of the project; and result in concrete benefits.**

Applications are accepted twice a year, in the fall and spring. The deadlines are September 30 and March 14, respectively. Applicants will be notified of grant decisions no later than mid-November (for the fall grant cycle) and end of April (for the spring grant cycle). Your group will be required to submit a simple final report on the project at the end of the grant cycle. The report may include: interviews with students, teachers, and community members; photographs; local newspaper coverage of your group's work, etc. If your group is interested in applying for both fall and spring grants in a one-year period, contact us for more information.

If you have any questions, please call/email Arif Ullah or Lixian Hantover at 212.989.0909/grants@citizensnyc.org.

Application

Please respond to all the questions on a separate piece of paper (preferably typed), using the same sequence and headings.

Title the application, “Dress Up Your School Awards”, Spring 2008. Answer the questions clearly and sufficiently. We do not consider lengthy responses to be better responses.

Section I: General Information

1. What is your school's name?
2. What is your group's name?
3. List two contact persons for your group, with their contact information.
4. What is your group's mailing address?
What is your school's mailing address?
5. If your group has a web site, what is the URL?
6. Has your group received a grant from us before? If yes, what year(s)?
7. When was your group formed?
8. What neighborhood is your school based in?
9. Briefly describe your group's purpose and accomplishments.
10. What is your community board and council district? (Call 311 or visit cmap.nypirg.org)
11. Does your group work with any after-school programs? If yes, which ones?



Section 2: Project Description

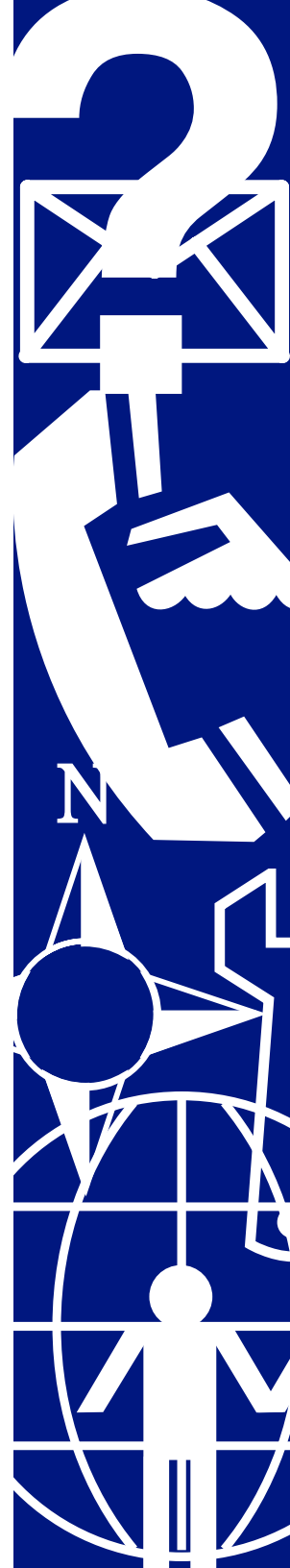
1. Describe the project for which you are requesting a grant.
2. What are the goals of the project?
3. What makes the project unique and creative?
4. What important student and school concern(s) does the project address?
5. How will you involve students in the project?
How many will you involve?
7. How will the project benefit your school?

Section 3: Work Plan

1. Share with us a general idea of how the project will be carried out:
 - a) List specific steps you will take to complete the project;
 - b) Identify who will be responsible for the step or activity; and
 - c) Estimate the date the step will be completed.

2. How can Citizens Committee support the project?

We offer one-on-one project implementation assistance, skills-building workshops, leadership trainings, and a resource center with a computer station and an equipment loan library. The equipment library includes digital cameras and video cameras among other items.





Section 4: Evaluation

1. How will your group determine the project's success and its benefit to the school or surrounding community (e.g., before and after photos, surveys, interviews)?

Section 5: Budget

1. List the items your group will need to implement the proposed project, including the costs of each item.

Grants may be used for stipends, but the stipend cannot exceed \$250 or 25% of the requested amount.



Section 6: Match Our Grant

Grant recipients are required to match our financial contribution with non-cash donations, cash donations and volunteer hours. Each volunteer hour is valued at \$15. For example, if your group receives a \$500 grant from us, you can match that amount with approximately 33 hours of volunteer time (33 hours X \$15/hour) or any combination of volunteer hours and non-cash and cash contributions.

1. Non-cash Match: What resources does your group already have for the project? (E.g., work space, computers, shovels) What cash value would you give to these donations?
2. Cash Match: Has your group raised funds for the project from other sources? If yes, please list the sources and amount.
3. Volunteer Match: The participation of students in your group's project is essential. How many student and teacher volunteers do you anticipate will work on this project? In what ways will they be involved in the project?

Please list at least three core members (other than you) who will participate in the project, including how many hours they will volunteer. What is the cash value of volunteer hours for which your group has received commitment? (Multiply number of total volunteer hours by \$15)

4. What is the total cash value of your matches? (Add non-cash match, cash match and volunteer match)

Section 7: Financial Information

Your group will need to identify an organization that can receive the grant on its behalf and pass it through to the group. That organization can be the school in which the group is based, a parents teachers association (PTA), or another group connected to the school.

1. Please include a copy of the Internal Revenue Service tax status determination letter from the school, PTA, or another group connected to the school.

You're done!

Please make sure that all the questions are answered clearly and in the order that they are listed.

Be sure to send in your application by March 14th!

Mail, fax, or email your application to:

**Lixian Hantover
Citizens Committee for New York City
305 Seventh Ave, 15th FL
New York, NY 10001**

**(212) 989-0983 (fax)
grants@citizensnyc.org**





Lixian Hantover
Neighborhood Resources Coordinator



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