



Grant Application Guidelines Round I Opportunity

Applications Accepted February 15 through March 8, 2010

The Hope and Healing Fund, a joint effort between Brooklyn Community Foundation and United Way of New York City, will support local nonprofit organizations working with New York City's Haitian-American communities to provide services to families and individuals affected by the January 12, 2010 earthquake in Haiti. The Fund seeks to respond to the local impact of this natural disaster, and to be a flexible source of grant funding to local nonprofit organizations as more becomes known about the direct needs of individuals, families and the City's Haitian communities.

Round 1 Grant Opportunity

The first round of funding applications will be accepted by the Hope and Healing Fund beginning February 15, 2010. Applications will be accepted online only through Brooklyn Community Foundation's website; go to www.hopeandhealingfund.org to access a link to start the grant request process.

Additional details on the Round 1 opportunity include:

- Applications will be accepted on a rolling basis from February 15 to March 8, 2010.
- The maximum award in Round 1 will be \$50,000; nonprofit groups may apply for any amount up to that ceiling.
- The Fund's total grant making in Round 1 will not exceed \$200,000.
- Depending on the availability of additional funds, a Round II opportunity will be announced by late spring 2010.

How to Apply For a Grant

Thank you for your interest in submitting a grant request to the NYC Haitian Community Hope and Healing Fund. Please carefully review and use this Guide and Checklist before you begin the online grant application form.

Before You Begin the Online Grant Application

Please carefully review and note the following:

- It will help you complete the application process if you gather information before you go online to submit a request.
- Once you have collected the information that you will need to complete the application process, go to www.hopeandhealingfund.org to access a link to start the grant request process.
- Please note that the specified character limits on the online application are fixed and include spaces and punctuation. We suggest using word processing software to complete these sections and to verify character counts.

Step One - Account Registration

To submit an online grant application to the Hope and Healing Fund you must first create or claim an account for your organization, a short two-step process. This account will be your group's access point to the Hope and Healing Fund. Please be sure to complete all the registration information requested.

The email address you provide in this step will be the address to which the Hope and Healing Funds sends grant-request related communications, so please keep that in mind when choosing your registration email.

*If your organization has previously applied to Brooklyn Community Foundation through its website, you may use your existing credentials to access the Hope and Healing Fund application and **skip to Step Two below**. Go to www.hopeandhealingfund.org and follow the link designated for organizations that have previously applied to Brooklyn Community Foundation.*

During the registration process, we will ask you for certain information:

- Organization Name
- Organization Address, City, State, Zip Code
- Tax Identification Number (*fiscally sponsored groups: please use the TIN of your fiscal sponsor*)
- Applicant Contact, Title, Phone, Fax, E-mail
- Mission statement and brief history of your organization (1,000 characters maximum).
- A general overview of your organization's Current Activities and Operations: (2,000 characters maximum).

Once you have completed your account registration, you will receive an email within 2 hours containing a link directing you to the section of Brooklyn Community Foundation's website where you can continue the application process. Please refer

to the Grant Application Checklist at the end of this document to ensure that you have all of the necessary information to complete the online grant application.

Step Two – Select a Program Field

Once you are logged in to www.BrooklynCommunityFoundation.org you will need to choose one of the four program areas identified by the Fund:

- Case management: Many local organizations require additional case management staffing to meet the increased needs of those affected by the earthquake. The ‘case management’ model has the greatest potential to quickly deliver services to individuals and families by dedicating culturally competent staff at neighborhood nonprofit groups to connect those seeking services with existing resources that address immigration, family reunification and adoption, housing, financial assistance and public benefits, grief and trauma counseling, and job training and placement.
- Legal services: To support Haitians and people of Haitian descent seeking help securing Temporary Protective Status or facing other immigration issues in the United States will require a major effort to coordinate existing legal services, to expand the availability of those services and to make sure they are widely available in neighborhoods and communities. The Fund will coordinate these activities closely with the efforts in this area of the City of New York and legal service providers.
- Healing: To support the grief stricken of all generations in the immediate and longer term will require both access to culturally competent individual and group counseling as well as creative, community-based responses that unify and encourage the expression of grief and offer a positive way for both adults and young people to move through their grief and come together in supportive, loving environments. The Fund anticipates that the arts and arts organizations may play an important role in the healing process.
- Education: For both young people and adults, educational services will be an essential component of recovery. For young people whose lives have been disrupted, catching up at school, learning English, securing services and/or attending a high-quality enrichment program will be critical to their future success. For adults seeking work or entrepreneurial opportunity learning the English language or becoming more proficient in English will be a necessary precondition to financial security. The Fund will seek to connect people with existing resources and programs, including those supported by the City’s Department of Education, the Department of Youth and Community Development and the workforce development efforts of the Department of Small Business Services.

Step Three – Tell Us about your Grant Request

- Request Amount and Duration – Please describe the amount of money and time (in months) needed to complete your project. The Fund will award grants up to \$50,000 for one year.

A narrative description that summarizes your request:

- Request Name – a title for your request (100 characters maximum).
- Request Description – a short description of your request (255 characters maximum).
- Statement of Need & Program Description – Write a detailed description of the need or problem that your organization seeks to address within the Haitian American community. Please provide information about geographic location (i.e. neighborhood(s) served), and the socio-economic status of those you wish to assist. Write a detailed description of the proposed activities, program or project you will implement to meet the immediate needs of people affected by the January 12 earthquake within the Haitian American community. Please also describe the strategies you will use to execute your activities, program or project. (6,000 characters maximum).
- Organizational Staffing and Capacity Building – What is the proposed staffing structure within your organization that will be employed to undertake the activities, program or project? In order to carry out this program, will you need to add staff or build additional organizational capacity to meet increased demands for services? If so, please tell us how you would apply funds requested for this purpose that are in addition to the funds you would use to directly carry out your activities, program or project and be sure include this amount and supporting detail in your request budget. (4,000 characters maximum).
 - *For example*, if you need to hire an additional case manager AND you need to improve your organizations financial capacity to manage increased funding you should request program support to hire staff and capacity building support to purchase a new accounting system or hire a bookkeeper (\$40,000 + \$10,000 = \$50,000).
- Collaboration – Please provide a comprehensive description of the nature of any collaboration with other organizations and/or government entities that will partner with your group on the proposed activities, program or project. Please include, as appropriate, information about the need, use and impact of volunteers in your project. *For example*, if you will work in coalition with 1-2 other groups please explain how the partnership will provide enhanced services to the community. (2,000 characters maximum).
- Outcomes and Evaluation – Please describe the outcomes you hope to achieve with an award from the Hope and Healing Fund. Be as specific as possible, and include information such as the number of individuals or families you hope to serve and the ways in which your activities, project or program will have a lasting impact on people and/or neighborhoods. Please also tell us how you will evaluate the effectiveness of the proposed activities, program or project,

the criteria for success against which you will measure, and the documentation you will produce to substantiate outcomes. (3,000 characters maximum).

Step Four – Attachments

- 501c3 Determination Letter (*fiscally sponsored groups: please provide your fiscal sponsor's determination letter*)
- Most Recent Financial Statement/Audit (*fiscally sponsored groups: please provide your fiscal sponsor's audited financial statements*)
- Most Recent IRS Form 990 (*fiscally sponsored groups: please provide your fiscal sponsor's tax return*).
- Board of Directors
- Organization Budget
- Detailed activities, project or program budget; include capacity building amount, if requested, on separate line(s).

Please submit attachments in PDF format (strongly preferred if possible; .doc, .xls, .rtf, .docx and .xlsx are also allowed). Each file can be no larger than 10MB. Attaching larger files will cause your application submission to fail.

Note that there are several free programs that convert files to PDFs, including PrimoPDF).

Step Five – Email Confirmation

You will receive an email confirmation within four hours of submitting your grant request to verify that we have received your completed application. Please retain this email for your records.

Timeline

Brooklyn Community Foundation and United Way of New York City will accept and review grant applications on a rolling basis for Round I Funding starting February 15, 2010. The deadline for Round I funding is March 8, 2010.

We intend to contact each applicant within 14 days of receiving a completed grant application. At that time, we will either notify you that your request has been declined, or we will seek to schedule an in-person meeting and site visit to learn more about your proposal. All grants will be reviewed Brooklyn Community Foundation's and United Way of New York City's professional grant making staff.

We anticipate final making decisions about funding within three to four weeks of receiving a completed grant application. We hope to announce grant awards by mid March 2010. Decisions will be made by the President of Brooklyn Community Foundation on recommendations made by the Foundation's program staff. If other foundations contribute \$25,000 or more to the Fund and would like to be represented in the grant approval process we will create a grant review committee that will help vet and recommend proposals for funding.

HOPE AND HEALING FUND
GRANT APPLICATION CHECK LIST

Organizational Information

- Tax Identification Number*
- Organization Name
- Organization Address, City, State, Zip
- Applicant Contact, Title, Phone, Fax, E-mail
- Mission statement and Brief History
- Current Activities and Operations

Proposal Narrative

- Program Field
- Request Amount and Duration
- Request Name
- Request Description
- Statement of Need & Program Description
- Organizational Staffing and Capacity Building
- Collaboration
- Outcomes and Evaluation

Attachments

- 501c3 Determination Letter*
- Most Recent Financial Statement/Audit*
- Most Recent IRS 990*
- Board of Directors or Trustees
- Itemized Income/Expense Budget (current fiscal year, for organization)
- Itemized Activity, Project or Program Budget (including capacity building amounts if part of your request).

** Fiscally sponsored groups: provide this information for your fiscal sponsor*