

The Newtown Creek Environmental Benefits Program
NYCEF Newtown Creek Fund
2017A Proposal Form

Website: <http://www.hudsonriver.org> E-mail: Info@hudsonriver.org Phone: 212.HUDSONR (483.7667)

1. Organization Name: _____

2. Proposal Information

Proposal Title

(ten words or less): _____

Project Summary Provide a succinct summary below of what you plan to do and to accomplish.

Contact Person for this Proposal

Contact Name: _____	Title: _____
Phone: _____	Ext. _____ E-mail: _____

Project Start Date: _____ **Project Finish Date:** _____

Project Sites(s) (where project will take place, including specific addresses when possible): _____

Borough(s): _____ **Neighborhood(s):** _____

Natural Resources
that the project will address: _____

School or Community Groups
that the project will involve or serve: _____

Partnerships: If you are collaborating with other organizations in implementing this project, please list and describe them:

3. Organization Information

Organization Head Executive Director, President or Chair: _____ Title: _____	
Street Address 1: _____	
Street Address 2: _____	
City: _____	State: _____ Zip: _____
Telephone: _____	Ext.: _____ Fax: _____
E-mail: _____	Web site: _____
Year Started: _____	Number of Part-time Staff: _____
Number of Full-time Staff: _____	Total Number of Volunteers: _____
Number of Active Volunteers: _____	

Attach list of Board of Directors.

Organization Mission:

Tax Status

Do you have 501(c)3 status? yes no

If **yes**, please attach copy of IRS determination letter to this application.

If **no**, please provide the following information about the 501(c)3 organization that will be the fiscal/administrative umbrella for this project. (If you have not identified an umbrella organization, please contact the Hudson River Foundation at 212.HUDSONR (483.7667) or Info@hudsonriver.org.)

Umbrella Organization Information

Name of Umbrella Organization: _____	
Contact Person: _____	Title: _____
Street Address 1: _____	
Street Address 2: _____	
City: _____	State: _____ Zip: _____
Phone: _____	

4. Fiscal Information

Fiscal Year ends: _____ Current FY operating budget: \$ _____
 Previous FY income: \$ _____ Total budget for proposed project: \$ _____
 Previous FY expenses: \$ _____ Total request from NYCEF: \$ _____

Attach most recent annual report and audited financial statement/Form 990 or other financial statements for most recent annual reporting period.

Current Support:

Government Grants		Foundation Grants		Other Sources of Funding	
<i>Agency Name</i>	<i>Amt.</i>	<i>Foundation Name</i>	<i>Amt.</i>	<i>Name</i>	<i>Amt.</i>
1	\$	1	\$	1	\$
2	\$	2	\$	2	\$
3	\$	3	\$	3	\$

Attach additional list if necessary.

Project Budget

Attach a budget for the proposed project **or** list, in order of priority, budget items for which you are requesting support.

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

If the project is not fully funded by NYCEF, how will it be supported or modified? Please indicate any matching funds you have or are trying to secure for this project.

5. Project Narrative

Please provide a narrative (no more than 4 pages long) which addresses or includes the following components:

- A. A one-page summary on your organization letterhead including the total dollar amount of the request, a description of the project, what it will accomplish and how it will benefit Greenpoint and/or other communities adjacent to Newtown Creek.
- B. A clear work plan for how the project will proceed, who will carry it out and who will participate in it.
- C. The anticipated outcomes of the project and the impact it will have on specific communities along Newtown Creek. Describe how it is consistent with the express purpose of the NYCEF Newtown Creek Fund: *To support environmental education and stewardship projects that will benefit communities along Newtown Creek with a priority given to projects in and around Greenpoint, Brooklyn, and along Newtown Creek and the East River (both Brooklyn and Queens).*
- D. Process or criteria you will use to know and assess what you have accomplished.
- E. Past achievements and other considerations that qualify your group to carry out the project.
- F. If your organization has received NYCEF or other Hudson River Foundation (HRF) support in the past, please describe its impact on your work. If your organization has been funded by NYCEF/HRF for a project that is not yet completed, please summarize the current status of the project.
- G. If your proposed project has temporary or permanent structures or impacts on or near the waters of Newtown Creek, the East River or any tributaries of these waterways, you may need a permit from the New York State Department of Environmental Conservation (NYSDEC), the Army Corps of Engineers (ACOE) or New York State Department of State (NYS DOS). Please refer to the following websites for information on permits, consistency reviews and approvals:

NYSDEC: <http://www.dec.ny.gov/63.html>

ACOE: http://www.usace.army.mil/CECW/Pages/cecwo_reg.aspx

NYS DOS: http://nyswaterfronts.com/waterfront_natural_waterquality.asp

6. Project Timeline

The Newtown Creek Environmental Benefits Program NYCEF Newtown Creek Fund

Please check that the following documents are enclosed in your application:

5 copies of:

• Proposal Form including Project Budget	<input type="checkbox"/>
• Proposal Narrative (4 pages or less), including 1-page Summary	<input type="checkbox"/>

1 copy of:

• IRS 501(c)3 Determination Letter <i>If your organization is not tax exempt attach:</i>	<input type="checkbox"/>
IRS determination letter from your fiscal/administrative umbrella	<input type="checkbox"/>
A letter of commitment from the fiscal/administrative umbrella indicating willingness to serve as the umbrella	<input type="checkbox"/>
• List of Board of Directors	<input type="checkbox"/>
• Most current annual report, audited financial statement, Form 990 or other equivalent financial statement	<input type="checkbox"/>

Mail Proposals and other application materials to:

**The New York City Environmental Fund
Hudson River Foundation
17 Battery Place, Suite 915
New York, NY 10004**

E-mail 1 copy of:

• Completed Proposal Form including Project Budget and Narrative. Please send as an attachment to sarah.lipuma@hudsonriver.org	<input type="checkbox"/>
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Note: Approval of any NYCEF Newtown Creek Fund grant award will be contingent upon obtaining any and all necessary permits and permission to carry out the project. Please attach any relevant documentation to your application. If you are unsure about whether a permit is required for your project, please contact the Hudson River Foundation.