

FUNDING AIDS AND SOURCES

By Liz Christy

Your basic proposal should consist of:

- Personal cover letter (group's stationery)
- Description of program and projected budget
- History of organization: who, what, where, why when
- List of Board members and officers
- Copy of Tax-Exempt Form 501C3
- Current operating budget
- Recent financial statements on income and expenses
- Previous sources of income (list date, amount and purpose if from foundation, bank, etc.)
- Relevant photographs plus any public relations material.

AID

The Foundation Library
888 Seventh Avenue (center on 56th or 57th Streets)
New York, New York
Telephone No: (212) 975-1146

This wonderful resource is open to the public Mondays through Fridays, from 10 am to 5 pm; they are open Wednesdays until 8 p.m. The Library has excellent reference books that will be useful to well-organized groups. For modest fee, \$12.00, they can prepare a "comsearch" on your particular interest area. There is a four to six week wait, so you may want to save time and money and do it yourself.

BANKS

Most banks have some kind of program for contributing to community projects. We have listed below some of the more prominent New York City banks with whatever information they offered. You may wish to approach other banks or savings and loan associations in your own neighborhood.

Chase Manhattan Bank N.A.
One Chase Manhattan Plaza
New York, NY 10081

If your group is in Manhattan below 96th Street, contact:

Neighborhood Grant Program
Chase Manhattan Bank
30 Rockefeller Plazas
New York, NY 10020

If in Manhattan above 96th, or in Brooklyn, the Bronx or Staten Island, contact:

Neighborhood Grant Program
Chase Manhattan Bank
369 East 149th Street
Bronx, NY 10455

If in Queens, contact:

Neighborhood Grant Program
Chase Manhattan Bank
161-10 Jamaica Avenue
Jamaica, NY 11432

THE CITY LOT

Applications will be accepted for projects in economic development, commercial strip revitalization, neighborhood stabilization, youth and senior citizen programs. Grants range from \$500 to \$3,500 and take about three months or more. Religious, fraternal and veteran's organizations and those receiving funds from the United Way of Tri-State are not eligible. Applications are available at local Chase branches. Submit to appropriate area office as shown above. For additional questions concerning this program, please contact their Community Development Department at (212) 552-6059.

Mr. John Pratt
Urban Affairs Department
Chemical Bank
230 Park Avenue, Room 424
New York, New York 10017.

Funds nonprofit organizations that are program oriented and community based, serving minority or disadvantaged groups on a year-round, on-going basis. Must not emphasize garden or park as sponsor; must tie in to a group meeting the above criteria. Takes about two months, but they can act within 48 hours if emergency. Range of grants from \$250 to \$2,500 with average about \$1,500. Submit proposal to main office shown above.

Ms. Susan Caruso-Green
Citibank N.A.
1301 Avenue of the Americas
New York, NY 10019

HOWEVER, submit application to your local branch, not Ms. Green

Funds community sponsored projects. Important to establish a good relationship with local branch manager. It is his/her evaluation of you and your group that will result in "score card evaluation" for the region committee to decide whether or not you are legible. The six regional committees meet approximately every two months to review local branch sponsored applications. Range of grants from \$500 to \$4,000. Competition is stiff so make sure that you make your branch manager's job as easy as possible. Citibank looks at how long the group has been functioning; they like to see that a group has at least a five-year track record.

Jack Lillis, Public Relations Dept.
European American Bank
10 Hanover Square- 9th Floor
New York, New York

Send letter and proposal- no other information available.

Manufacturers Hanover Trust
Urban Affairs Department- Att: (see below for your area)
30 Rockefeller Plaza- 20th Floor
New York, New York 10020

If in Brooklyn or Staten Island, Att: Christopher King, Community Relations

If in Manhattan, below 57th St., Att: Ann Dietrich, Assistant Secretary

If in upper Manhattan, the Bronx or Queens, Att: Richard Jackson, Assistant Secretary.

Process is the same, however, it may take some time. If a small grant of under \$500 is involved, it may be possible to find out if application was accepted within a few months. MHT does give grants of up to \$10,000- these take time as several officers, committees and a review board are involved in the selection process. They do fund educational and community development projects as well as housing.

FOUNDATIONS

The foundations listed below are just a few of those you might wish to explore further. Your first step would be to write them to request their Annual Report and an application form, if available. Detailed research can be done at the Foundation Library (see page 1):

American Express Foundation
American Express Plaza
New York, NY 10004

New York Foundation
369 Lexington Avenue
New York, NY 10017

John Hay Whitney Foundation
111 West 50th Street
New York, NY 10020

Vinmont Foundation
551 Fifth Avenue
New York, NY 10017.

BUSINESSES

You may be fortunate enough to have a large, prosperous business in your area interested in friendlier relations with the community. Utility companies might be approached for the kind of program that they offer.

Con Edison
4 Irving Place
New York, NY 10003

Brooklyn Union Gas
195 Montague Street
Brooklyn, NY 11202.

GOVERNMENT

Your best access route to government dollars is through active participation in your local Community Planning Board. It is advisable to have at least one member of your group appointed to this important decision-making body. All monthly meetings should be attended. Be sure that board members are acquainted with the financial needs and goals of your project to maximize cooperation. Community Planning Boards are given the opportunity to assess their own local financial priorities and those needs into the City's budget process. Your District Manager, Ombudsman and Councilman-at-Large can help cut red tape.

In addition, your local elected and appointed officials are there to help meet your needs. Make certain that you keep them informed of your projects, problems and progress. Give them credit when they do help. Invite them to block parties or special events.

AWARDS, CONTESTS & GRANTS

For information on specially funded cash grants and awards, such as the Mollie Parnis Dress-Up-Your-Neighborhood contest and the SNAP awards in security, sanitation, cultural arts, and parks preservation, contact:

The Citizens Committee for New York City, Inc.
3 West 29th Street
New York, NY 10001
Att: Hillary Salmons
Telephone No.: (212) 578-4747.