

Henry Street Settlement
Community Advisory Board (CAB) Funds

Request for Proposals

Henry Street Settlement (HSS) is pleased to release this Request for Proposal (RFP) for its Community Advisory Board Funds (CAB Funds). Our Community Advisory Board (CAB) consists of a diverse range of Lower East Side residents and HSS program participants from across the agency. Because of their proximity to and knowledge of community and program needs, these stakeholders have a unique and insightful role on how additional financial support can improve our work.

For the second year in a row, HSS is considering the allocation of up to \$5,000 in its general operating support resources to the CAB to determine how to best spend this funding to support the agency's operations. Both the CAB and HSS programs can apply for this funding. Funds can be used to enhance individual programs, support program collaborations, meet a community need, and/or bolster overarching agency effectiveness. The HSS leadership and community engagement teams are available to support the CAB and program teams as they are considering ideas and preparing applications.

We look forward to hearing your ideas and receiving your proposals. The CAB, in partnership with HSS staff and leadership, will determine the best use of funds and will make the awards.

Request Submission:

The submission should include a 1-2 page narrative, as well as an itemized budget. Requests can range from \$500-\$2,000 based on need. We have not determined the exact number of awards. Awards will be announced in June 2018. Grantees will have until the end of 2018 to spend the funds.

The proposal should include the following sections:

Project Summary. Please describe **your request** in one paragraph. This paragraph should include the specific funding amount, a short description of your project, and how the project would enhance Henry Street's operations.

Project Need. Please describe **the need** for your project, and expand on how this project will help to enhance an existing program, support program collaborations, fulfill an unmet program need, and/or achieve an overarching agency goal. (1-2 paragraphs)

Proposed Approach and Impact. In this section, please provide a detailed description (1-2 paragraphs) on how you will carry out your proposed project and the impact you expect it to

have on program participants and/or the neighborhood/community (as you define it). ***In doing so, please discuss how you will involve the Henry Street Community Advisory Board in the implementation of this project.***

Timeline. In this section, please explain the timeline for this project. Please explain each step of your project from start to finish.

Budget. Please provide a proposed budget for your project, either in the text itself or as a separate attachment.

Timeline:

January 8, 2018 – CAB Funds RFP is released.

January 17, 2018 – RFP Funding Briefing Hosted at 265 Henry Street. Please note if you have questions and are unable to attend the briefing, we will happily schedule a call and/or meeting to discuss the application.

January 24, 2018 – CAB Meeting—work on CAB-led funding proposals

February 23, 2018 – All proposals for funding are due by 5pm. Submit via e-mail to Talia DeRogatis at TDeRogatis@HenryStreet.org

February 28, 2018 – CAB Meeting—members will review all applications and will select which proposals to assess further through site visits/meetings with applicants.

March—May 2018 – CAB Meetings will be spent learning about and assessing each proposal, offering feedback, and inviting applicants to revise and resubmit a final proposal.

June 2018 – CAB meets for final discussion of each proposal and a final vote on how to allocate funds.

June 2018-December 2018 – Awards are announced and CAB members are briefed on the final budgets and implementation timelines for each project. CAB members are invited to participate in project implementation.

Contact Information:

Jeremy Reiss, Deputy Development Officer, Public Policy and External Relations
jreiss@henrystreet.org, 212.766.9200 x216

Talia DeRogatis, Advocacy and Community Engagement Coordinator
TDeRogatis@HenryStreet.org, 212.766.9200 x231