



# West Harlem Development Corporation

Solutions through collaborations™

## **2022 CBG (COMMUNITY BENEFITS GRANT)**

The West Harlem Development Corporation (WHDC) is pleased to announce the 2022 Community Benefits Grants Cycle (2022 CBG), awarding two million dollars to 501 (c)3 nonprofit organizations (NPOs) headquartered in Manhattan Community District 9 (MCD9), as well as to outside NPOs whose projects demonstratively serve at least 75% of MCD9 residents, in six key categories: housing affordability & preservation, youth, older adults, arts & culture, and economic development, and mental health & human services. WHDC intends to focus on programs that have a deep and significant impact on our community by supporting efforts to protect and preserve affordable housing, support and promote equity in the arts, support our youth and older adults, help spur economic development throughout the district, and support our community as it emerges from the pandemic.

All grant criteria must be met, and all required information and support material must be properly and completely submitted for an application to be accepted for consideration and review. After the onset of the pandemic, many entities pivoted to provide online and hybrid programs to address immediate needs, but some did not and were unable to provide sufficient services to the community. We anticipate that all organizations are now able to serve our community as stated in their applications and will demonstrate excellence in the performance of their program services.

WHDC recognizes that the pandemic adversely affected our community as much or more than others, and we seek to work with local partners to continue towards an equitable path to recovery.

We look forward to opening the CBG 2022 round of grant opportunities and begin review of the many programs and projects that will provide responsive relief for the ongoing needs in support of our West Harlem community.

### **Important Dates\***

<b>2022 CBG Open Date</b>	<b>Wednesday, June 1, 2022</b>
<b>Zoom Information Session</b>	<b>Tuesday, June 14, 2022 @ 1pm</b>
<b>Deadline to email questions to: <a href="mailto:grants@westharlemdc.org">grants@westharlemdc.org</a></b>	<b>Friday, June 24, 2022</b>
<b>Deadline to submit 2022 CBG application</b>	<b>Thursday, June 30, 2022 @5pm</b>
<b>Award notification &amp; first installment</b>	<b>September 2022</b>
<b>Earliest Project Start Date</b>	<b>September 1, 2022</b>
<b>Project Completion Date</b>	<b>June 30, 2023</b>

\* Prior notification will be provided if any dates are changed.

### **Organizational & Project Eligibility:**

1. The applicant is a nonprofit organization currently recognized by the Internal Revenue Service (IRS) as a 501(c)3 nonprofit and by the State of New York as a public charity. The applicant tax exempt status must not have changed since the issuance of the IRS determination letter, and no issue is presently pending before any office of the IRS that could result in any proposed changes in the applicant tax-exempt status.

2. Eligible nonprofit organizations that have been funded for the 2021 and 2022 WHDC Community Benefit Grants are eligible to apply.
3. Newly formed organizations, that is, within the last 12 months, may apply if they can demonstrate prior program service in MCD9 (Manhattan Community District 9).
4. The proposed project should serve MCD9 residents, not the applicant organization (WHDC does not support expenses that are essentially general support or internal capacity building). However, if awarded funding and if the public services are delivered as described, the organization can use its 2022 CBG funding to cover any operating costs (such as staff salaries, space rental, etc.) directly associated with the proposed project.
5. The proposed project must include as a principal goal a demonstrable priority area service within MCD9.
6. The proposed project and its activities must be clear and contain measurable goals that can be evaluated during and at the end of the award term.
7. The proposed project must be within the organization's program services, administrative and fiscal capabilities.
8. The proposed project budget must include diverse financial resources and **cannot** include in-kind donations or expenses. WHDC will not fund more than 50% of the proposed project budget. A funding mix that includes foundation and corporate support, other government support, private contributions, cash, and earned income (where appropriate) is desirable.
9. Proposed projects that contain fees to individuals should be of a level consistent with a proper wage.
10. The proposed project must be covered by the applicant organizations General Liability Insurance and its service activity must comply with the Americans with Disabilities Act (ADA).

### **Grant Amounts for Sole or Collaborative Applicant Projects**

Grant awards are determined on a competitive basis and award amounts based on community impact and will be made in one of two application type: Sole or Collaborative Applicants.

#### **Sole Applicants**

Eligible organizations applying as a sole applicant may apply for a grant ranging from **\$5,000 to \$25,000**.

Sole applicant awardees will receive their funds in two installments: an initial advance payment of 50% upon grant award, and another 50% upon successful submission of your interim report. A final report will be required at the end of the project or grant term, whichever comes first. Final reports not submitted will prohibit the organization from applying in future WHDC funding cycles.

#### **Collaborative Applicants**

WHDC will give priority to proposals that leverage CBG grant funds and the organization's own resources through collaborations with federal, state, city, and private agencies for projects with larger district wide scope and community impact, with clearly defined and measurable outcomes. An applicant's vendor(s) are not considered partners for collaborative applications.

Eligible organizations applying in collaboration with one or more other organizations may apply for a grant from **\$26,000 to \$50,000**.

Collaborative applicant awardees will receive their funds in three (3) installment payments: an initial advance payment of 50% upon grant award, and another 35% upon success submission of your interim report, and the last 15% upon successful submission of a final report at the end of the project or grant

term, whichever comes first. Final reports not submitted will prohibit the organization from receiving the final 15% installment and keep them from applying in future WHDC funding cycles.

The lead applicant in collaborative projects must be a MCD9 nonprofit organization and must name the partnering agencies or organizations in their application narrative and submit co-signed partnering agreements at the time of making their application. WHDC will give priority to proposals that leverage CBG grant funds and the organization's own resources through collaborations with one or more federal, state, city, and private agencies for projects with larger district wide scope and community impact.

### Sole and Collaborative Applicants

Sole or Collaborative applicants may only request support for one (1) project in one priority area and will not be considered for funding in both individual and collaborative applications.

Each type of applicant is expected to start and end their projects as indicated above and must complete all programming as proposed regardless of the amount awarded.

WHDC is increasingly focused on accountability and stated outcomes that are critical to the project's success, therefore, WHDC wants to know what the benefits of their funding will be as well as the expected success rates.

WHDC's Staff and Board of Directors reserves the right to amend the project amounts based on the proposals submitted. WHDC reserves the right to publish parts or whole applications, project reports, and images on its website.

### Boundaries

West Harlem encompasses the MCD9 neighborhoods of Morningside Heights, Manhattanville, Hamilton Heights, and Sugar Hill. Extending from 110th Street to 155th Street, the boundaries are Cathedral Parkway on the south to 155th Street on the north; Manhattan, Morningside, St Nicholas, Bradhurst, and Edgecombe Avenues on the east to the Hudson River on the west. You may see a district map here <http://www.cb9m.org/district>.

The underlying requirement for all proposals is that they serve the community residents of West Harlem, through services of recognized impact and quality and that are accessible to the public. Funded projects can be as different as the organizations providing them, but they will all have a common commitment to MCD9 and public participation in five priority areas as outlined below.

### Priorities and Criteria

Applicants should propose projects that address the following priority areas and should clearly demonstrate how the proposed services specifically address West Harlem's residents. Proposed projects serving youth, adults, older adults and small businesses may be applied within any one of the priority area categories.

#### **Priority Areas:**

1. **Health & Human Services** - Projects that demonstrate that they promote and protect the health of MCD9 residents and provide essential human services to many.

2. **Housing Affordability & Preservation** - Projects that preserve and sustain affordable housing, that support racial equity and economic security, access to permanent housing opportunities and that provide a mechanism to ensure that the residential units remain affordable over time for MCD9 residents.

3. **Economic Development** - Projects that engage MCD9 local businesses, tackling current challenges, and advancing entrepreneurial economic growth as well as workforce development.

4. **Youth & Older Adults Services** - Projects in this priority area provide instruction to support older adults and youth by creating a strong foundation for growth and stability that educate and empower them.

5. **Arts & Culture** - Projects that cultivate, support, and promote the works of West Harlem artists and arts & culture organizations who create and work in MCD9. Projects that have a commitment to public service and public participation that not only commemorates and preserves West Harlem’s rich cultural history but also celebrates its rich cultural diversity.

### Ineligibility

2022 CBG **will not fund** proposed project-based services where:

- the applying organization is the sole applicant or collaborator in another application.
  - project funding is largely allocated to an individual.
  - the applying organization has not completed a prior year’s reporting requirement.
  - project activities take place outside the CBG Cycle term (September 1, 2022–June 30, 2023).
  - project activities that are clearly fundraising events and receptions.
  - project funding will be used for capital construction or renovation of facilities.
  - project activities are sectarian, with religious content.
  - any grant funds are proposed for lobbying or government advocacy efforts.
  - grant fund payments are made directly to third-party fiscal sponsors.
- 

### 2022 CBG Application

The following are questions that the applicant will answer as they move through WHDC’s [Fluxx](https://westharlemdc.fluxx.io/) (<https://westharlemdc.fluxx.io/>) application portal. They are provided here so that the applicant may prepare their answers in advance. It is highly recommended that answers are crafted, prepared, and reviewed (6,000 character count) on a word processor first, and then pasted into the appropriate answer box.

#### Executive Summary

In this section the applicant will be asked to provide a brief project summary and some perfunctory information about the applying organization and the proposed project. The information below will be used when WHDC announces and lists this cycle CBG awardees and will require you to answer the following:

- Executive Summary - a brief description of the proposed project that should answer the questions, who, what, when, where, why, and how often, especially the organization(s) involved, duration (start & finish) and funding amount request. (500-character limit)
- Title of Proposed Project.
- Priority area selection that best aligns with your application, a dropdown option.
- Applicant organization type, a dropdown option to select whether applicant is MCD9 based or an outside NPO whose proposed project benefits 75% MCD9 residents.
- How many MCD9 residents will directly benefit from this project.

**Statement of Need**

Here, the applicant will provide a clear identification of one WHDC priority area and how the applicant relates it to identified needs in West Harlem. Applicants should cite specific evidence to support identified community needs. (2,000-character limit):

**Project Narrative**

Here, the applicant will describe the overall project, goals, and the strategies your organization will employ to implement the project. Be sure to state any assumptions that you make that are critical to your planned success. Project Goals - Describe your overall goals, why you chose your priority area, the target population, and where they reside. Include objectives, activities, and milestones. (2,000-character limit)

**Implementation Plan**

Here, the applicant will provide an implementation plan with a timeline of the project and an assessment of success. (1,500 characters limit)

**Generated Material**

Here, the applicant will provide a list of marketing and collateral materials and/or work products that will be generated during the development and implementation of the proposed project. (1000-character limit)

**Outcomes**

Here, the applicant will clearly state the desired results of all project activities. Please answer these five questions: What will change? How many will change? What is the magnitude of change? What type of change will take place? When will the change take place? (2,000-character limit)

**Organizational, Administrative, and Fiscal Capacity**

Here, the applicant will provide information on the structure, staffing, and relevant experience of your organization. Describe how these factors contribute to your organization’s ability to successfully execute the project activities and meet your and WHDC’s expectations. If your application is a collaboration, state how the resources of each collaborator will contribute to the goals of the project. (2,500-character limit)

**Project Budget Template and Budget Narrative**

There will be one Excel Project Template to be downloaded, completed and uploaded directly into Fluxx.

Here, the applicant will be asked to provide a project budget narrative that corresponds with project activities and line items on the appropriate Excel Project Budget Template form provided. (2,000-character limit) **Your budget narrative must include** an explanation of the following:

- Detail income and expenses for your project.
- Include funding sources, both confirmed and anticipated.
- Where a collaboration partnership is proposed, detail income and expenses made by each partner, indicating whether the amounts have been received or anticipated, and if restricted to a particular line-item use and project.
  
- Only include in-kind contributions in the narrative, not in the project budget template.

**Proposal Review Points - Distribution As Follows:**

Executive Summary	10
Statement of Need	15
Project Narrative	30
Organizational, Administrative, and Fiscal Capacity	20
Budget and Budget Justification	15
Priority Emphasis and Overall Impression	10
<b>Total Maximum Score</b>	<b>100</b>

**Supporting Documents**

Document Checklist to be included with the CBG online project application:

- [ ] Completed WHDC Budget Template.
- [ ] Most recently submitted IRS Form 990, and NYS Charities filing CHAR500 for the organization’s FY2020 or FY2021, whichever is later. You may submit your CANDID PROFILE LINK if the most up-to-date financials can be viewed here.
- [ ] Organization 501(c)3 IRS Letter of Determination. You may submit your NY CHARITIES BUREAU PROFILE LINK.
- [ ] List of most up-to-date Board of Directors, their position, professional affiliation, email address and phone number.
- [ ] Official Financial Report of the Organization. \*
- [ ] Collaboration Agreement between partners for this application under this request signed by both organizations.

The applicant will also be asked to provide an affirmative answer to these following questions (and be ready to provide proof of coverage upon request):

- Insurance: Will the services described in this application be covered by Comprehensive General Liability insurance? yes / no

Every funded organization is expected to comply with Americans with Disabilities Act (ADA)

\* Based on your operating income, provide an **Official Financial Report of the Organization:**

- Under \$50,000: FY19 or FY20 IRS 990-N and Signed Treasurer's Financial Report;
- \$50,000 or over but less than \$250,000: FY19 or FY20 IRS 990;
- \$250,000 or over but less than \$750,000: FY19 or FY20 IRS 990 and Independent Accountant's Review (IAR);
- \$750,000 or over: FY19 or FY20 IRS 990 and Audited Financial Statement.

### **Grant Award Installment Payments & Interim and Final Reports**

WHDC will provide prospective grantees with a budget and report template to submit periodic reports. The Interim Report will be due 4-6 months following the award notification, or when the initial 50% installment has been expended, whichever is first. Reminders will be announced at least 1 month in advance of the midterm period.

As mentioned above, grant award payments will be made in two installments for CBG Sole Applicant grants of between \$5,000- \$25,000, as follows:

- Notification of Approved Application (50% of grant award)
- Interim Report (50% of grant award)

Grant award payments will be made in three installments for CBG Collaborative grants of between \$26,000- \$50,000, as follows:

- Notification of Approved Application (50% of grant award)
- Interim Report (35% of grant award)
- Final Report (15% of grant award)

The last two payments will be subject to satisfactory evaluations that will assess progress towards project goals. Virtual and/or in-person site visits will take place by WHDC staff during the grant cycle.

All Installment Payments will be made via Electronic Fund Transfer or EFT. The sole and lead collaborative applicant awardees will be asked to provide the necessary information in their Award Letter Agreement.

All funded organizations are expected to move forward with their projects regardless of the dates of notification and first disbursement of funds.

Every organization must report on its use of CBG funds provided by WHDC according to a schedule established by and on the appropriate Excel Project Budget Template reporting forms. Organizations that do not comply with reporting requirements in a timely manner may lose current-year funding and may be ineligible for future funding.

### **WHDC Credit**

All project brochures, flyers, posters, announcements or similar matter- whether online or offline- relating to services funded by WHDC are also required to include, in a legible manner, in appropriate type size and without abbreviation, the following statement: “This program is supported by funding from the West Harlem Development Corporation” along with WHDC’s logo, which may be accessed or requested on WHDC’s website: <https://westharlemdc.org/>

In addition to the logo and credit line, any printed list of contributors to a program or service funded by WHDC is required to include “*West Harlem Development Corporation*” in the contribution category list.

### **Performance Evaluation**

Because WHDC awards funds, the expenditure of those funds is to be monitored to assure funds are being spent in accordance with the terms of the grant Agreement.

Information regarding upcoming activities should be provided on a regular basis and WHDC staff should be extended an invitation to conduct site visits of the funded project or view the program service in progress.

Organizations may also be required to provide additional information after the Application has been submitted. The organization’s responsiveness and performance record may be a determining factor when considering future funding.

### **Manhattan Community Board 9 Engagement**

As a community organization, WHDC works closely with Manhattan Community Board 9 (MCD9). As such, WHDC requires you to present on your awarded project at a relevant committee of CB9 before the due date of your Interim Report or within the first 3 months of notification of your award. For a full list of [committees](#) including their monthly [calendar](#), please visit <https://www.cb9m.org/>

### **Further Questions**

Further questions regarding the funding process can be answered at a seminar conducted by the WHDC, currently scheduled as a Zoom Information Session on June 14, 2021 at 1:00 PM.

Applicants are strongly urged to register and attend the webinar, especially if the organization is a new applicant or if a new staff member will be working on the Application.

If you have any questions about accessing materials regarding the CBG application, you can send an email to [grants@westharlemdc.org](mailto:grants@westharlemdc.org).

**APPLY [HERE](#)**

Last updated June 1, 2022