

Key Dates and Application Instructions (download a copy of this document HERE):

Application Release:	Tuesday, September 25, 2018
Deadline to Submit Application & Supporting Documents:	Wednesday, October 31, 2018 5pm EST
Categories for Application:	<ul style="list-style-type: none"> • Education & Youth Development • Affordable Housing • Workforce and Economic Development • Community Facilities (including Arts and Culture, Environment, Transportation, and Historic Preservation)
Notification of Awards:	By Monday, December 31, 2018
Deadline to Application Questions:	Wednesday, October 24, 2018
Submit any questions to:	aquinones@westharlemdc.org

	Affordable Housing	Workforce & Economic Development	Education & Youth Development
Expected Grant Payments Date	1st Installment: January 2019 2nd Installment: July/Aug 2020 (receipt and approval of a satisfactory interim report)	1st Installment: January 2019 2nd Installment: July/Aug 2020 (receipt and approval of a satisfactory interim report)	1st Installment: April 2019 2nd Installment: March 2020 (receipt and approval of a satisfactory interim report)
Project Expected Start and End Date	Jan/Feb 2019 - Dec 31, 2019	Jan/Feb 2019 - Dec 31, 2019	Summer Only Programming: May 2019 – September 2019 Academic Year Programming: August 2019 – June 2020

Grant Award Information: Before submitting your application, please review WHDC’s Grant Making Procedures on: <http://www.westharlemdc.org/whdc/grants/procedures/>

Applicants may apply for a one-year grant ranging from **\$5,000** to **\$25,000**. Use of funds can include **Capacity Building**, but must be justified. As a criteria, funding requests should not represent more than 50% of your current organizational budget (excluding WHDC request). Grant awards will be paid in two installments, with the first half paid in advance. A second and final payment will be made upon WHDC’s receipt and approval of a satisfactory interim report

2018 Second Cycle - **Note \$25,000 maximum**

Application and Submission Components:

- 2018 Second Cycle Application Form (link to form located at the bottom of the page)
- Excel Grant Budget Form
- All applicable Supporting Documents
 - o Copy of most recent Form 990 filed with the IRS - All Applicants
 - o Copy of most recent NY CHAR500 (Annual filing for charitable organizations) with the NYS Department of Law - All Applicants
 - o Certificate of Incorporation - All Applicants
 - o Authorization to do Business in New York State if incorporated outside New York State - As applicable to your corporation.
 - o IRS Determination Letter - 501 (c) 3 - All Applicants
 - o Project Site Owner's Permission Letter - As applicable to your project.
 - o School and other significant Commitment Letters - As applicable to your project.
 - o Additional information demonstrating organization's past success in planned activity –One page limit o Letter of Support - Limit to one letter and optional.
 - o Note that WHDC makes grants to only duly incorporated non-profit organizations, even in the use of a Fiscal Sponsor. If you are using a Fiscal Sponsor, submit letter indicating an agreement between the applicant and the Fiscal Sponsor. The letter should include:

1. Legal name of the Fiscal Sponsor and address on Fiscal Sponsor’s letterhead
2. A brief explanation for the reason to use a Fiscal Sponsor
3. Fiscal Sponsor Tax Identification Number

GRANT ELIGIBILITY

WHDC’s priority is to support activities aimed at benefitting West Harlem by deploying funds pursuant to the CBA through WHDC’s Grant-Making Program and other activities. WHDC’s strategy is to address the needs of West Harlem through project specific collaborations and capacity enhancements of nonprofit organizations and institutions. WHDC requires its grantees to meet specified or negotiated measurable goals within WHDC’s vision. Funded projects of organizations must be located in, or provide services to Manhattan Community District 9 (MCD9) in West Harlem, bounded as: South to North: from 110th Street to 155th Street; and East to West: from Manhattan, Morningside, St. Nicholas, Bradhurst and Edgecombe Avenues to the Hudson River.

Only nonprofit organizations that are substantially-based in MCD9 can apply. Substantial location means:

- (a) being headquartered and physically located with organizational staff in MCD9 and providing services to residents of MCD9, or
- (b) not being headquartered but having an office with staff in MCD9 and providing services to residents of MCD9.

For funding consideration, organizations must meet the following criteria at the time of application:

- An approved not-for-profit entity with the ability to produce a state approved certificate of incorporation.
- An IRS 501 c 3 tax exempt entity that can supply IRS Determination Letter.
- Substantially-based within MCD9 West Harlem boundaries.
- Proposed activities will directly benefit MCD9 West Harlem residents.
- Organizations applying for funds have not received awards from WHDC in the 2018 first cycle (SMALL GRANT).

Continue completing this [application](#) only if you meet all of the criteria stated above.