



77 Water St., #202
New York, NY 10005
Tel: 212.989.0909
Fax: 212.989.0983

www.citizensnyc.org

April 27, 2016

Lauren Harrison
Peninsula Preparatory Academy Charter School
611 Beach 19th Street
Far Rockaway, NY 11691

Dear Lauren Harrison and Larnice Johnson,

Congratulations! We are happy to announce that Peninsula Preparatory Academy Charter School has been selected to receive a Citizens Committee for New York City 2016 Neighborhood Grant award. As a community ally, your group will receive:

- ▶ An award in the amount of \$2500 to help implement your project. Note that the amount may differ from your grant request.
- ▶ Access to project planning assistance and skills-building trainings from Citizens Committee staff to support your project
- ▶ Access to an equipment loan library with audio and visual equipment

Your grant is being generously supported by Heckscher Foundation for Children.

Enclosed you will find a grant agreement. Please review, sign and **return the agreement to us no later than Monday, May 9**. You can do this online at www.citizensnyc.org/grant-agreement, or you can fill out the enclosed form and e-mail, mail, or fax it in. Please contact us if you have any questions or trouble filling out the grant agreement.

Upon receipt of the agreement, we will schedule a one-on-one meeting with your group at our office. At the meeting, we will discuss your project further, including budget (we may not be able to fund certain items you requested), work plan, and final report requirements. You will receive your grant check at this time.

Citizens Committee believes in the ability of community-based groups to direct their own work and we strive to be more than a funder – we are available to support your project beyond grants, including through our workshops, by connecting you with additional resources and organizations, and through tailored input about your project, should you request that.

Once again, congratulations. And thank you for the important community building work you are doing. We're excited to be working with you.

Warm wishes,

A handwritten signature in black ink, appearing to read "Sabine Bernards".

Sabine Bernards
Program Coordinator
212-822-9578/sbernards@citizensnyc.org

Tehmina Brohi
Program Coordinator



GRANT AGREEMENT – 2016

GRANTEE: Peninsula Preparatory Academy

Charter School

GRANT AMOUNT: \$2500

DATE: April 27, 2016

To receive this award, the grant recipient agrees to the following:

1. PAYMENT OF THE GRANT:
 - a. The grant is payable in one installment of \$2500.
 - b. The **grant check will be issued after CCNYC receives this agreement** signed by an authorized member of the grantee group. Send to: 77 Water St., #202, NY, NY 10005; or fax 212.989.0983; or ibrown@citizensnyc.org.
 - c. The **grant check will be given** at an in-person meeting with the grantee. It **must be deposited within 90 days** of date on check. CCNYC will not be able to reissue funds for cancelled, voided, or lost checks.
2. REPORTING: The grantee is required to **complete a final report** within a month of the project's completion. CCNYC will give the grantee its final report questions at the outset of the project. As part of the final report, the grantee is required to submit a list of project expenditures, copies of invoices, canceled checks, and receipts for expenditures made for grant purposes. In addition to the final report, the grantee may be asked to submit a brief update on the progress of the project. The grantee is required to **inform CCNYC of any changes to the project.**
3. RECORDKEEPING: The grantee is required to:
 - a. Maintain separate, complete, and accurate records of expenditures of grant funds.
 - b. Keep original invoices, canceled checks, and receipts for at least one year after the funds are spent as evidence of expenditures made for grant purposes.
4. COLLABORATION WITH CCNYC: The grantee agrees to have photographs, images, recordings, and news stories collected for its CCNYC-funded project potentially used on CCNYC's marketing materials. CCNYC would appreciate being recognized by the grantee (e.g., display of CCNYC signage, our logo in its promotional material) - greater visibility allows us to raise more funds for community projects.
5. FINANCIAL INFORMATION: CCNYC **requires the financial information below** to issue a grant check.

If your group has **501(c)(3) status**, please provide the following:

- Your organization's IRS 501(c)(3) determination letter.
- Your group's Tax Identification Number: _____ - _____

If your group is using a **fiscal agent** with 501(c)(3) status to accept and administer this grant, please provide the following:

- The fiscal agent's IRS 501(c)(3) determination letter.
- A note from the fiscal agent on its official letterhead stating that it will serve as such for your group's grant.

If your group does not have 501(c)(3) status or is not using a fiscal agent, please provide **bank account** information.

- Name of your **group as it appears on bank account:** _____
- Your group's EIN number: _____

If the above correctly reflects your group's understanding of the arrangements regarding this grant, please sign and return this agreement to Citizens Committee for New York City and keep a copy for your files. Thank you!

Terms of Grant Accepted:

Name and title of authorized member of your group (Please print)

Signature of authorized member of your group

Date

GRANT BUDGET GUIDELINES

Our grants are aimed at funding materials, basic equipment, and other items needed to make grassroots community-building projects happen. Grants are not to pay individual's salaries, pay fees to larger organizations, or provide direct service items.

For all purchases, we encourage groups to patronize local businesses, use reusable or compostable items, and build or make items rather than purchase them. Other groups may have resources or expertise - we can connect you!

OUR GRANTS COVER:

AUDIO/VIDEO EQUIPMENT | If equipment is needed on an ongoing basis, and if housed in an accessible location (not a private residence)

EQUIPMENT RENTAL | Electric generator for an event, maximum of \$200; call for more information

SPACE RENTAL | Maximum of \$500; call for more information

INSTRUMENTS, BICYCLES, & OTHER EXPENSIVE ITEMS
If used on an ongoing basis and housed in accessible location (not a private residence)

STIPENDS | For artists, performers, workshop facilitators, and/or youth. Maximum of \$500 total, no more than \$250 per person; call for more information

GARDEN FURNITURE | Maximum of \$500

PUBLIC TRANSPORTATION | Maximum of \$500

GAS | Maximum of \$100

TICKETS FOR PERFORMANCES | Maximum of \$250

TROPHIES OR PRIZES | Maximum of \$250

CSA REVOLVING LOAN SHARES

T-SHIRTS, JACKETS, & UNIFORMS | Maximum of \$350

PRINTING | Standard paper: maximum of \$250, posters/banners: maximum of \$150

SHIPPING COSTS | Maximum of \$250

INSURANCE | Maximum of \$100

OUR GRANTS DO NOT COVER:

EQUIPMENT RENTAL | Audio/video equipment (note: we have many of these items for groups to borrow)

BACK TO SCHOOL SUPPLIES

SUBSCRIPTIONS

CONFERENCE FEES

FUNDRAISERS

COSTS ASSOCIATED WITH TRIPS

DIRECT SERVICE PROJECTS

METAL TREE GUARDS

COMPUTERS OR PROJECTORS

GRAPHIC DESIGN, WEB DESIGN, OR WEB HOSTING

CSA SUBSIDIZED SHARES

QUESTIONS ABOUT THESE GUIDELINES?

Contact Us:
grants@citizensnyc.org
212-822-9763