

**Guidelines to submit proposals for Community Board 3 Consolidated Edison
Settlement Funds
(REVISED SEPTEMBER 2014)**

NEXT SUBMISSION DEADLINE, FOR FALL 2014 FUNDING CYCLE:

- **FOR OPTIONAL OR MANDATORY LETTER OF INQUIRY (IF APPLICABLE): OCTOBER 10, 2014**
- **FOR FULL PROPOSALS: NOVEMBER 14, 2014**
- **DEADLINES ARE 4 PM TO PERMIT PROMPT DISTRIBUTION OF MATERIALS TO TASK FORCE MEMBERS.**

TASK FORCE MEETING TO REVIEW LETTERS OF INQUIRY: OCTOBER 29, 2014, 6:30 PM SHARP

Guidelines:

Proposals will be considered within the scope of the Consolidated Edison Settlement Fund if: "Implementation of projects such as local air quality improvement, health improvement, or amenities programs in the vicinity of the East River Complex." Proposals are reviewed by a committee of volunteers and all deadlines for submissions must be adhered to without exception. Please read these guidelines carefully and comply fully with them.

What we are looking for. Proposals that:

- Benefit residents of the area around the plant and prioritize air quality improvement effort closest to the plant.
- Prioritize benefits to air quality, health and safety, consistent with the nature of the Article X involvement of the community
- For the Fall 2014 funding cycle, CB3 is seeking proposals that primarily ameliorate air quality, health and/or quality of life problems in the vicinity of the Con Ed plant. Proposals that are primarily educational, research or outreach in nature are not being sought.
- Projects led by or that engage with local organizations with a strong connection to the CB3/CB6 areas, and projects that provide for local resident involvement and employment
- Achieve measurable goals related to improvement in the environment
- Proposals must be for projects that are fully scoped and for which the proposer has already received written external bids or estimates for any significant work or services being procured outside the organization. Relationships with any partners outside the proposer's organization must be established prior to the proposal being made. Funds cannot be reallocated once a project is approved.
- Funding Amounts: Initial funding amounts will be in the range of \$50,000-\$150,000 (though exceptions can be made for strong proposals that demonstrate a greater need). It is strongly recommended that all proposers first present their ideas to the Task Force through a Letter of Inquiry. Proposals in excess of \$175,000 MUST first be submitted as a letter of inquiry before a proposal may be submitted (see "Letters of Inquiry" below).

Projects outside Manhattan CB 3 and CB 6 will NOT be considered.

Proposal content -- limit to 10 pages:

- Written description including goals, activities, leadership, how proposed project fits in organizational mission
- Timeline
- Deliverables including measurement of impacts if applicable

- Detailed project budget. All elements of your proposal must be scoped and budgeted. Proposers are encouraged to identify their own sources of contingency funding if needed for their project. Requests for contingency funds for a project will receive close scrutiny and proposals must identify how such funds will be applied if not ultimately used for the project. Phased projects must have separate budgets for each phase and will be subject to additional review prior to release of funds for each stage after the first.
- Identify other funding that has been or is being sought for this project. Describe how your project will be sustainable after receiving funding from the Settlement Fund. Documentation of additional funding may be required by the Task Force.
- Description of organization including form of incorporation, history, annual budget, and audited financial statements. Audited financial statements will not be counted towards the 10 page limit.
- Tax ID numbers will be required of successful applicants.

Evaluation criteria:

- How well does proposal meet threshold criteria (above)?
- Is proposal complete, clear, realistic, well thought-out and ready to implement as soon as funded?
- Is proposal consistent with the organization's mission and resources?
- How does proposed project mesh with other initiatives in the community?
- Does proposed project leverage other resources?
- **Late proposals will not be considered.**

Process/timeline

- 2 cycles per year (Spring/Summer, Fall/Winter); proposals will not be considered outside of these two cycles.
- At first meeting following submissions, Task Force members will have reviewed proposals and proposers are required to attend for questions and discussion. If the Task Force determines that there are substantial shortcomings after its initial review, it may decide that the proposal will not be considered that funding cycle.
- If after initial review the proposal is deemed strong enough for continued consideration, the proposer may be asked for additional information to be submitted within 10 days. Failure to submit the requested information by the date required will cause the proposal to be dropped from consideration.
- At following meeting, the Task Force will vote on whether or not to recommend funding to the full Community Board 3. Proposers must attend this meeting as well. The Task Force may not be able to consider a proposal for funding if the applicant is not present to answer questions.
- After an affirmative vote by full Board, the project is submitted to NYC Law Department, NYS Department of Public Service and Con Edison, all of which need to agree that this it is an appropriate use of Settlement Funds. This stage may take many months and there is no assurance that these parties will consent to the project.
- All proposals are public and will be posted on the Community Board 3 website.

Letters of Inquiry

While proposals will not be accepted outside of the two annual cycles, interested parties may at any time submit a brief (2-3 page) letter of inquiry to ascertain on a preliminary, non-binding basis whether their project fits the general goals of the Settlement Fund. Feedback from the Task Force will be entirely informal and will in no way create a presumption that an eventual proposal would be recommended for funding. As noted above, Letters of Inquiry are recommended to all potential

applicants and any planned proposal in excess of \$175,000 MUST first be submitted as a Letter of Inquiry.

Submissions

- Submissions should be made by email to the Community Board 3 office, which will distribute them to the Task Force members. The email address to submit to is:
conedsettlementfund@cb3manhattan.org