Frequently Asked Questions

SUBMISSION

Who is eligible to apply?
All community members, groups, organizations, and agencies that are based in NYC and serve NYC residents.

As an organization, do we need 501(c)(3) status to apply?
Organizations are not required to have 501(c)(3) status to qualify for this grant.

If I currently receive city funding, am I still eligible to apply?
Yes.

Where can I find the application?
The SICG application is available on the ONS/ OPGV website (nyc.gov/peacenyc) under the Resource Tab.

After clicking on the link, you will be redirected to the application on Survey Monkey. Prospective applicants must create a profile on Survey Monkey to apply. Once created, users can save their progress and submit their application once complete.

Applicants submitting paper/PDF application will be asked to resubmit via the online portal.

When can I apply?
Until further notice, applications can be submitted on a rolling basis. Proposals will be reviewed, and decisions rendered on a rolling basis as well.

Applicants should apply at a *minimum of 6 weeks* and *maximum of 8 weeks* prior to the proposed start date for the project. This will allow sufficient time for proposal review and decision notifications.

Applications received with event start dates of 6 weeks or less from the date of submission are not guaranteed to be reviewed or processed within that time. Conversely, applications received with event start dates greater than 8 weeks from the submission date will only be considered once they are within the 6–8-week timeframe.

How many times can I apply?
Applicants may apply for consideration multiple times; however, all previous applications must be closed prior to submitting a new application.

While applications are being accepted on a rolling basis, can I submit more than one?
No, only one application may be submitted and open at time.

When is an application 'open' or 'closed'?
Open Status: A submitted application that is (1) pending review, (2) awarded or (3) waitlisted.

Closed Status: A submitted application that was (1) declined or (2) awarded and grantee has

submitted a closing report and all required documentation.

How will I know the status of my application?
All notification regarding your submission, including confirmation and award decisions, will be sent via from the SM Apply application system (emails will be sent from this address: noreply@mail.smapply.net).

Can multiple applicants representing the one entity submit more than one application for that entity?
Yes**,** organizations that implement programming in multiple locations can submit one application per location.

Can multiple applicants from one location of an entity submit more than one application?
No, only one application may be submitted per entity from a single location.

Can one applicant submit separate applications for events occurring in different locations?
No, only one application should be submitted within the proposal applicants must share all project details including the locations and number of events if multiple.

Can I apply for this grant to support events/activities that have already occurred?
No, the grant cannot be used to support events/activities that have already occurred.

Can the grant be used to support my personal endeavors or individual interests/needs?
No, this grant is designed to support community lead and focused work and not individual interests. Please read the origins and objectives of this grant to determine if your proposed idea is in alignment.

If I am a volunteer or employee applying on behalf of my employer, whose information should I disclose on that application?
The applicant must provide contact information for the point person at the organization to ensure they are aware of the grant. Additionally, the organizations' information must also be provided for any fiscal transactions to occur should the proposal be awarded

Can I submit multiple applications for each grant tier?
No, applicants may only submit one application at a time.

PROPOSAL BUDGET

What should the funds be used for?
Grants funds should be used for activities that promote peace, safety, encourage community cohesion and empowerment and/or implement prevention, intervention and trauma responses geared toward violence reduction and promotion of positive lifestyle choices.

How much money can I request?
Applicants may request grant funding up to $10,000. Preliminary planning will aide in determining what scale of project is most appropriate and feasible to implement your idea. This will help to determine an appropriate budget. Your funding request should not exceed what is necessary to execute your project.

Please note it is not guaranteed applicants will receive the full amount of their request.

Can funds be used for personnel costs?
Grant funds may be used to support personnel (on a **very limited basis**) and non-personnel costs. All budget plans will be evaluated for alignment with the proposal described in application. The majority of funds should be used to support essential non-personnel expenses.

This grant aims to remove the financial burden of paying for materials and necessary services not to pay staff/people for duties/services that they would provide in kind or otherwise.

Can I pay for budgeted items with cash?
Cash may be used to pay for items and services; however, a receipt must be retained. If you are paying an individual directly for services (i.e. cooking or clean-up) cash should not be used. You **must** utilize a form of payment that produces a receipt; i.e. a money order or cashier's check. The memo section must specify the recipients' name and service(s) rendered. If you are giving away prizes/incentives cash **cannot** be disbursed; gift cards may be used as an alternative. **All receipts and invoices must be submitted and total the full amount of the grant award.**

APPLICATION REVIEW + DECISION NOTIFICATION

What happens after my proposal is submitted?
Submissions will enter the Application Review Stage and one of the following decisions will be rendered: award, waitlist, or decline.

When will I receive my decision notification?
Applicants will be notified of a decision within 3 weeks after the proposal is submitted.

How will I receive notification?
Email notification will be sent from the SM APPLY system, from this address: noreply@mail.smapply.net.

If I am awarded a grant, can I apply for another grant?
Awardees may only apply for another grant after **all** closing documentation is submitted and approved, at this point your application will be 'closed'.

If my proposal is not awarded, can I reapply?
Yes.

Why wasn't my proposal awarded?
Each proposal is evaluated and assessed for alignment with the objectives of this grant. Due to funding limitations and our desire to support as many residents, groups and small organizations as possible, not all applicants can be awarded. However, we strongly urge you to apply again at a later time. Please remember that submission of an applications does not guarantee funding.

If my application is waitlisted, how long will it stay in this status before a final decision is made?
There is no set time that a proposal will stay waitlisted it will be dependent on many factors

Office of **Neighborhood Safety**

The Office to
**Prevent Gun
Violence**

The Mayor's
Action Plan for
**Neighborhood
Safety**

Atlas

which may include the availability of funding and/or awards becoming available due to declination.

Applicants on the waitlist may opt out and off of the waitlist to close their application and submit a different proposal.

AWARDED PROPOSALS + FUNDS DISBURSEMENT

After I am awarded, what happens next?
Awardees are required to attend the Safe in the City Grant Orientation where they will meet fellow grantees and finalize administrative paperwork to process the grant disbursement.

What documents will I have to complete?
Awardees must review and sign the grant agreement which stipulates all terms and conditions of the grant. Tax documents may also be required depending on the award amount.

When will I receive the awarded funds?
Funds are disbursed to awardees will be disbursed after completion of all required processing steps. Generally, within 2-3 weeks after award notification.

How are funds disbursed?
Funds may be disbursed via check or electronic funds transfer to a bank account after all required paperwork is signed and processed. Receipts/ invoices must be provided for all budgeted expenses.

How long will it take to receive the awarded funds?
Both funding methods generally take from 7-14 days to become available after processing.

What should I do if I provided incorrect account information for the electronic funds transfer?
Awardee should notify ONS staff immediately for further instruction.

Can lost/stolen checks be replaced?
If your check is lost/ stolen you should contact the ONS staff immediately to have the check voided. Additional requirements may be necessary before a new check may be issued.

I need my check re-issued under a new name. What do I do?
Please contact the OPGV immediately for further instructions.

I was awarded a Tier 2 or Tier 3 grant award; will I receive the funds in a lump sum or incrementally?
Awards up to $2,500 may receive the funding in a lump sum. Funding awards above $2,500 will receive payments in installments totaling the full grant amount. A disbursement schedule will be developed prior to the release of funding. Awardees must submit receipts and invoices for expenses prior to the release of future installments.

I was awarded but did not receive the full amount that I requested, why?
Many factors determine the award amounts of grants which include a thorough assessment of

your budget as it relates to the implementation of your proposal, the availability of funding and the desire of the ONS to maximize the number of grants awarded each cycle.

IMPLEMENTATION

I need to make changes (date, location, and budget) for my event. What should I do?
Any modifications to the original date, location and budget described in your application must be communicated in writing to the ONS staff or to SafeintheCityGrant@cityhall.nyc.gov.

Can the ONS provide me with support staff to assist with my project?
No, the ONS cannot provide grantees with staff projects. Guidance may be provided to direct grantee to resources that can assist further. Procurement of those resources is the responsibility of the grantee.

As a recipient of the SICG, how should I refer to the ONS- as a funder, sponsor, or partner?
The ONS is a funder and supporter of the recipient via this grant.

I need a permit or clearance for my event, can the ONS help me obtain one or get fees waived?
The acquisition of any required permits or clearances **is the sole responsibility of the grantee.** Grantees must adhere to the policies and procedures of the issuing office/agency/office, including any associated fees. The ONS' **Safe Places, Active Spaces** is a how-to guide for activating public space including obtaining permits. **The ONS is not responsible for providing permits or clearances.**

Can I use the ONS logo on my promotional materials?
Yes, grantees should recognize the ONS contribution and support where reasonable. You can also tag us **@CrimJusticeNYC** and **#SafeintheCityNYC**.

REPORTING+ CLOSE OUT

I completed my event, where do I find the closing report?
The closing report will be emailed to each grantee upon completion of their project. If you do not receive it, please email SafeintheCityGrant@cityhall.nyc.gov immediately.

Am I required to submit a closing report?
Yes, all awardees are required to submit a closing report along with copies of supporting documents (receipts & invoices) within 4 weeks after completion of funded project to comply with the terms of this grant.

When do I submit my receipts/invoices for items purchased with the grant funds?
Copies of all receipts/invoices for items purchased with grant funds **must** be submitted with the closing report within 4 weeks after the completion of your event. **Receipts and invoices must total the full amount of the grant award.**

After my closing documentation is approved, can I apply for another grant?
Yes.

What happens if I do not submit all of the required documentation?
Failure to submit all of the required documentation will result in exclusion of you and/or your organization from future grant consideration.

ASSISTANCE

Who will provide technical assistance during this process?

Technical assistance can be provided by the ONS staff during the application and closeout processes. Staff will be available to answer questions and provide guidance during implementation where possible.

Where should I direct my inquiries regarding this grant?

All inquiries can be emailed to SafeintheCityGrant@cityhall.nyc.gov