**Queens Violence Prevention (“QVP”) Project Funding Application**

1. **Organization Information**

Organization Name:

Project Title:

EIN Number:

Service Area (NYPD precinct) of Project:

Organization Address:

Organization Website Address:

Organization Contact Person:

Organization Contact Email Address:

Has your organization been in operation for at least one year?

Is your organization currently designated as a 501(c)(3) organization by the IRS?

Is your organization currently designated as a tax exempt organization by the State of NY?

Is your organization currently registered in New York City’s Financial Management System (FMS)? (Please note that registration will be necessary if your organization is awarded funding).

1. **Project Narrative (maximum of 5 pages double-spaced, 12-point font)** (55 points)
* Include a problem statement that identifies any gaps in services and demonstrates the need for the proposed program.
* Describe how the proposed program will address the gap in services described in the problem statement.

* Describe your organization’s relevant experience in administering programs.
* Describe your experience in coordinating with other community-based organizations and with law enforcement.
* Attach a timeline that outlines key activities and deliverables for administering the proposed program including:
* Goals and milestones for the project period
* Anticipated timing of activities
* Other significant project milestones
1. **Organizational Capacity (maximum of 3 pages double-spaced, 12-point font)** (40 points)
* Explain how your organization’s current and/or previous work is relevant, and how this knowledge and experience will be leveraged in the planning and implementation of the proposed project.
* Describe the resources your organization will use to administer the proposed program, including the number of full-time staff members, facilities, and technology (if applicable).
* List the five largest grants your organization has administered over the past three years, along with funding sources (please use attached template).
* Have any fiscal or program management issues resulted in any contract suspension or termination for your organization?
* Has your organization been the subject of any completed, current, pending or ongoing investigation by any federal, state, or local authority for criminal, civil or regulatory violations, include the current status or outcome, if known.
1. **Budget** (5 points)

The proposed project budget must support the proposed services described in the project narrative. The following must be included:

* Amount Requested (up to $20,000)
* Project Budget (please use the attached template)
* Project Budget Narrative that justifies each budget category and describes how the budget is reasonable and supports the proposed services.

Please note that equipment purchases and food/beverages are not allowable expenses under this grant.

**Organization’s 5 Largest Current Grants and Contracts**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funder Name** | **Program Name** | **Start Date** | **End Date** | **Total Amount** | **Description of Program** |
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