

# 2014 Roosevelt Island Operating Corporation Public Purpose Grant Application



## Materials Checklist:

**Please be sure to attach the following documents when submitting your application:**

- Documentation of most recent IRS 990 filing (E-receipt is acceptable)
- Current Financial Statement signed by treasurer
- Organization's yearly budget (detailed)
- List of organization's Board of Directors with term start and end dates
- List of staff required for proposed programming (include titles, job descriptions, salaries, and special licenses/requirements)
- List of all licenses required for facilities, services, and personnel (include effective dates). Copies of all licenses should be attached to the application or must be available prior to award of grant.
- Proof of Insurance (see general provisions for list of insurances required) and list of justified exceptions if applicable

### Optional:

- 1-3 signed Letters of Support (letters must include information on writer's relationship to applicant and relevance to applicant's program)

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## Public Purpose Fund Grants

Public Purpose funds first became available after the construction of Manhattan Park in 1989 when New York State allowed the fund to be established in lieu of the developers paying sales tax on construction materials. The RIOC Board of Directors awards these funds upon the recommendation of the Roosevelt Island Residents Association (RIRA).

Not-for-profit community organizations are welcome to apply for these funds by following the application process below.

### RIRA Mission Statement

Public Purpose Funds should be allocated to benefit Roosevelt Island residents, enhancing their quality of life through education, artistic and cultural enrichment, improved health or a better environment.

### Deadline to Submit Public Purpose Grant Applications

All Roosevelt Island community groups and organizations interested in applying for Public Purpose Grant funding for the 2014 fiscal year should note that the deadline to submit Public Purpose Grant Applications will be **Friday, January 10th, 2014 at 11:59 PM**. Please submit completed application and necessary attachments to the RIOC office located at 591 Main Street. Applications submitted after 5 PM on the day of the deadline should be dropped off at the front desk of the Public Safety Department located at 550 Main Street. Applications will be stamped with the time that they were received. Any additional questions in regards to the application process or if assistance is needed to complete the application, can be directed to Anna Rankin: Anna.Rankin@rioc.ny.gov.

### Submission Instructions:

1. Submit the completed application with attachments to RIOC.
2. Eligible applications will be forwarded to RIRA for its review and recommendations to the RIOC Board.
3. Upon award of a grant from the RIOC Board, applicant will enter into a grant contract requiring terms and conditions indicated in the Appendix.
4. Provided that an award is made and is less than the initial grant request, the applicant will submit a revised budget to RIOC. Arrangements will then be made with RIOC for the disbursement of funds.
5. Grantees are subject to RIOC interim and final audit review.
6. Following award and obligation of grant funds, RIOC staff will make at least two visits to each grantee's site/program during the period of performance for the grant (March 1st through April 30th).

**Print and keep this page for your records.**



# 2014 Roosevelt Island Operating Corporation Public Purpose Grant

## Application for Funding

### Section 1: Organization Information

Name of Organization:

New York State Not-for-Profit Status:  Active  Inactive  Pending EIN Number:

Executive Director:

Contact Person Name:

Phone Number:  Fax Number:

Email:

Organization Website:

Organization Address:

Address Line 1:

Address Line 2:

City  State  Zip Code

**Please limit your responses to the space provided.**

Mission Statement:

Please give a brief description of your organization's history and primary activities:

## Section 1: Organization Information (Continued)

Please provide the following information about your Board of Directors:

How many members are on your full board? \_\_\_\_\_

How often does your full board meet?  Annually  Monthly  Quarterly Other: \_\_\_\_\_

Does your board have an active committee structure?  Yes  No

Describe a previous successful community initiative undertaken by your organization. This does not necessarily need to have been a Public Purpose funded initiative.

**Please limit your responses to the space provided.**

Goal:

Approach:

Result:

Provide the following information on your organization's budget:

Fiscal year beginning and end dates: FY Begins:   FY Ends:

What was your organization's operating budget for FY 2013?

What percentage of your 2013 budget was dedicated to:

programmatic services/costs:  % administrative costs:  % These should add up to 100%.

What percent of the FY 2013 budget was for community initiatives?  %

What is your organization's projected budget for FY 2014?

What percentage of your 2014 budget is dedicated to:

programmatic services/costs:  % administrative costs:  % These should add up to 100%.

What percent of the FY 2014 budget is for community initiatives?  %

## Section 1: Organization Information (Continued)

Complete the following table with information about your organization's funding. **Percentages must add up to 100%.**

Funding Sources	FY 2013		FY 2014		FY 2015	
Governmental Support		%		%		%
Non-governmental support		%		%		%
Earned Income		%		%		%
Other		%		%		%
<b>Total:</b>		%		%		%

For "Other," please specify:

## Section 2: Financial Request

Amount of money sought: \_\_\_\_\_

Period of time in which funds will be utilized:   to

Please answer the following questions about the purpose of the grant money sought:

**Please limit your responses to the space provided.**

Describe your proposed project. Include potential programming activities and the need for your project on Roosevelt Island.

## Section 2: Financial Request (Continued)

Please limit your responses to the space provided.

Describe the expected number of participants, age groups of participants and any special physical or mental conditions or other characteristics of proposed beneficiaries.

Explain any special eligibility requirements for participants, including:

Income  
Limitations:

Age Limits:

Residential  
Limitations:

Special physical  
or mental  
conditions or  
other  
characteristics:

Special talents  
or interests  
required:

Other  
qualification or  
eligibility  
requirements:

## Section 2: Financial Request (Continued)

**Please limit your responses to the space provided.**

Describe the specific need for your proposed program in the community, including a description of the problem or condition that makes funding necessary.

Identify the timeline for the implementation and successful conclusion of your project. Include start/end dates and the frequency and duration of program sessions.

Identify sites and facilities where project will take place. Note proximity to public transportation, parking and ADA accessibility.

### Section 3: Budget for Proposed Project

Submit a Summary Budget (see samples below) for the project/program proposed for funding:

Costs	Grant Request	Other Funding	Total
Personal Services: Direct Costs			
Salary(ies)			
Fringe Benefits			
Subtotal:			
Personal Services: Admin. Overhead (Indirect Costs)			
Salary(ies)			
Fringe Benefits			
Subtotal:			
Other Than Personal Services: Direct Costs			
Consultants			
Equipment			
Supplies			
Space			
Utilities			
Other (Specify)			
Subtotal:			
Other Than Personal Services: Indirect Costs/Admin.			
Consultants			
Equipment			
Supplies			
Space			
Utilities			
Other (Specify)			
Subtotal:			
Grand Total:			

### Section 3: Budget for Proposed Project (Continued)

If Public Purpose funds were received for the current year, how much has been utilized?

Amount awarded for 2013:  Amount utilized:

**Please limit your responses to the space provided.**

If current year's Public Purpose funds have not been utilized, will they be used prior to the end of the grant period? Explain:

Identify any other funding sources:

Identify 2-4 potential funding sources . Describe why each source is a good prospect and relevant to your program.

Source Name: \_\_\_\_\_

Description of source's relevancy & likelihood to support your program:

Source Name: \_\_\_\_\_

Description of source's relevancy & likelihood to support your program:

Source Name: \_\_\_\_\_

Description of source's relevancy & likelihood to support your program:

Source Name: \_\_\_\_\_

Description of source's relevancy & likelihood to support your program:

Certification Statement

I, \_\_\_\_\_, as \_\_\_\_\_ of  
Name Title

\_\_\_\_\_,  
Applicant

certify that the information contained in this application is true and accurate and that I, personally and on behalf of applicant, will comply with all requirements, requests for information, rules and regulations of the Roosevelt Island Operating Corporation.

\_\_\_\_\_  
Chairperson or Principal

\_\_\_\_\_  
Date

Sample

## Tell us what you think.

If you've applied for a Public Purpose Grant in the past, you will have noticed that our form has changed from the previous years' format. We've redesigned the form for easier readability and clarity, and we'd like to continue to improve the form with your help. If you have any feedback on the design of the form, ease of use or on the organization of information, please leave your comments in the box below.



Thank you for your feedback!



# 2014 Roosevelt Island Operating Corporation Public Purpose Grant

## Appendix

1. **AFFIRMATION:** The Grantee affirms that it is not in arrears to RIOC upon debt or contract, or taxes, and is not a defaulter as surety or otherwise, upon obligation to RIOC. Furthermore, the Grantee affirms that all representations made in the PPFGA are true and correct to the best knowledge of the Grantee; and that the Grantee is in compliance with all of the requirements as set for the in the Guidelines as of the time the PPFGA was submitted, the date of this Agreement and for the Term of this Agreement.
2. **INDEMNIFICATION:** In addition to any liability or obligation of the Grantee to RIOC that may exist under this Agreement or by statute or otherwise, Grantee hereby agrees to hold harmless, indemnify and defend RIOC, the Empire State Development Corporation, the Division of Housing and Community Renewal, the State of New York and the City of New York in each and every case, their directors, officers, employees, agents, consultants or contractors (collectively "Indemnitees"), from and against any damages, costs, claims or liabilities which Indemnitees may sustain as a result of any and all liabilities, losses, damages, interests, judgments, liens, costs and expenses (including without limitation, reasonable counsel fees and disbursements) claims, demands, suits, actions, or proceedings which may be made or brought against Indemnitees in any way arising out of or relating to this Agreement or the Grant Services, including without limitation, the negligent acts or omissions of the Grantee in the performance of the Grant Services or of any contractor or other entity hired, obtained, or employed by Grantee to provide services in connection with this Agreement. As a condition to the foregoing obligation, RIOC shall give the Grantee prompt notice of any claim for which indemnification is sought and shall cooperate with the Grantee in connection therewith. The Contractor shall have the right to control the defense of settlement of such claim, in its discretion, with counsel of its own choosing.  
  
Indemnitees, directors, officers, and employees shall not be personally or individually liable to Grantee, and shall be held harmless, for any actions, losses, damages, claims, liabilities, costs or expenses (including without limitation, reasonable counsel fees and disbursements) in any way arising out of or relating to this Agreement or the services performed pursuant to it.  
  
The Grantee agrees that this Section 2 of the RIOC Appendix shall survive the expiration or termination of this Agreement.
3. **INSURANCE:** The Grantee shall insure and shall require each of its contractors to carry the following insurance:  
Commercial General Liability Insurance providing both bodily injury (including death) and property damage insurance in a limit of not less than two million dollars (\$2,000,000.00) combined single limit basis. Such insurance is to be written on an occurrence basis and shall name each of the Indemnitees as an Additional Insured;  
Automobile Liability and Property Damage Insurance in an amount not less than five hundred thousand dollars (\$500,000.00) combined single limit for both bodily injury and property damage.  
The Grantee shall provide Worker's Compensation Insurance and Employer's General Liability Insurance as required under the Worker's Compensation Law.  
Certificates of Insurance for all aforementioned coverages shall be provided to RIOC prior to the disbursement of the initial payment described in Section 4A of this Agreement and bear notations evidencing a minimum of 10 day cancellation notice to RIOC. Such insurance policies shall name RIOC, the Empire State Development Corporation, the Division of Housing and Community Renewal, the State of New York and the City of New York as additional insureds.
4. **ACCOUNTS:** This Agreement and all payments made hereunder are subject to audit by RIOC's internal and outside auditors. Access to the Grantee's books and records shall be given with the right to make copies thereof.
5. **GRANTEE'S EMPLOYEES:** Grantee is an independent entity, and shall not be deemed to be an agent, employee, servant or representative of RIOC for any purpose whatsoever. All personnel provided by the Grantee to perform any service required under this Agreement shall be considered as employed by the Grantee, and not RIOC.
6. **COMPLIANCE WITH LAW:** Grantee shall render all services under this Agreement in accordance with applicable provisions of federal, state and local laws, rules and regulations as are in effect at the time such services are rendered.
7. **RELEASE:** The acceptance by Grantee of any payment made on the payment request under this Agreement shall release RIOC from all claims of liability to Grantee under this Agreement.
9. **CHOICE OF LAW; CONSENT TO JURISDICTION AND VENUE:** This Agreement shall be deemed to be executed in the City of New York, State of New York, and shall be governed by and construed in accordance with the laws of the State of New York. All claims asserted against RIOC arising under this Agreement shall be brought within six months after the date payment is made, or within six months after termination of this Agreement, which ever first occurs, and shall be heard and determined in courts located in the City and County of New York. If RIOC initiates any action against the Grantee, service of process may be made on the Grantee by certified mail, return receipt requested, addressed to the Grantee at its address as set forth in this Agreement, or to such other address as the Grantee may provide to RIOC in writing.
10. **INVESTIGATIONS:** Grantee agrees to cooperate fully with any investigation, audit or inquiry conducted by a State of New York governmental agency that is empowered to compel the attendance of witnesses and to examine witnesses under oath.
11. **ASSIGNMENT:** Grantee shall not assign or otherwise transfer this Agreement or Grantee's rights (including the right to payment) and obligations hereunder, in whole or in part, without RIOC's prior written consent.
12. **MERGER; MODIFICATION:** This written Agreement contains all the terms and conditions agreed to by the parties, and shall not be modified except by an instrument in writing approved by RIOC.
13. **STIPULATIONS:** This Agreement shall not be binding upon RIOC until (a) the Grantee has complied with all previous agreements with RIOC; submitted any additional documentation as may be required by RIOC in connection with the approval of this Agreement; and (b) encumbrance of the Grant.

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