



Application Instructions

APPLICATION DEADLINE: TUESDAY, FEBRUARY 16, 2010 AT 5 PM

Please read the instructions below carefully before you begin.

APPLICATION PROCESS

In order to initiate the process, you must submit an application to North Star Fund by the deadline. Download a copy of the application form at www.northstarfund.org/grants/apply.html#forms. You may complete the application electronically in Microsoft Word, or print it and complete it by hand or typewriter.

All application will be reviewed by the Community Funding Committee and our program staff. Groups that meet our criteria will be contacted for a site visit.

PROPOSAL PACKAGE

Five collated proposal packages (one original and four copies) must be submitted to the North Star office by the deadline. The application deadline is **TUESDAY, FEBRUARY 16, 2010 AT 5 PM**. Your proposal package should contain the following items:

- North Star Fund 2-page application form
- Budget form
- 2-3 page proposal narrative
- 501(c)(3) letter or your fiscal sponsor's 501(c)(3) letter and a letter of agreement.
- For groups who have received a North Star Fund grant before: a copy of the follow-up report you submitted for your most recent grant

Please do not include brochures, videos, CD's or any other additional materials unless they are requested.

COMPLETING YOUR APPLICATION FORM

Complete all sections of the application form to the best of your ability.

In Section C, indicate the areas in which your organization does its work. The detailed descriptions of each of our priorities are as follows:

- **Ensuring Economic Justice:** Many New Yorkers still confront barriers to opportunity for education, healthcare, housing, work. Economic policy continues to be determined by the well-connected, rather than the most affected. North Star Fund supports groups that are expanding democracy by bringing marginalized communities into the center of the decisions that affect their lives.

Examples include organizing to improve the quality of education in public schools, increasing translation services in hospitals and clinics, access to safe and affordable housing, and stopping toxic emissions in low-income communities.

- **Securing Peace & Justice:** Justice is the key to peace. We fund groups struggling for justice in all its aspects—economic, social and environmental—and who offer a program that turns away from militarism and war and promotes self-determination.

Examples include mobilizing youth to advocate increase access to education and training as an alternative to military service and to curtail military recruitment in communities of color, efforts to end war and occupation, educating voters.

- **Protecting Civil Liberties and Constitutional Rights:** Democracy is the ground from which the common good is envisioned and enacted. Basic civil rights include free speech and expression, the right of assembly, freedom from fear and intimidation. North Star Fund supports groups that safeguard our constitutional system and resist the erosion of these fundamental human rights.

Examples include raising public awareness about human rights violations resulting from immigrant deportation and detention, organizing to end racial profiling and harassment and to curtail the expansion of the prison system.

- **Ending Institutional Racism, Gender Bias and Discrimination:** Racism. Gender inequity. Homophobia. Transphobia. The methods and means of exclusion are complex, interlinking, insidious. North Star Fund supports groups working to change the systems and institution of racism and other forms of discrimination.

Some examples of this type of work include opening up access to emergency shelters for transgender individuals, advocacy and education to end homophobia within the interfaith community, developing the leadership of young women of color, and stopping police brutality.

In addition, you must also indicate the manner in which your group carries out its work. In section C, please select the method that best describes your activities. North Star Fund is particularly interested in groups that employ the following areas of social justice work (in order of preference):

- **Community Organizing:** Grassroots efforts or campaigns directed by the individuals affected by social inequity. Organizing builds individual and community power and has a long-term plan to create systemic change.
- **Grassroots Advocacy:** Advocacy is speaking on behalf of others concerning a particular set of issues. Grassroots advocacy is driven by the very individuals who are affected by those issues speaking for themselves and others.
- **Culture and Media:** Cultural expression and the media can be used to assist and expand grassroots organizing work. The work must be linked to organizing efforts and the content must be shaped, at least in part, by the community it seeks to serve.
- **Technical Assistance/Resource Development for Community Organizing:** Political training, research or technical support that promotes grassroots community organizing. Resources should address the needs of organizations rather than those of individuals.

In Section D, fill in the number of members served by your organization. Indicate the percentage breakdown of the demographics of the constituency. Finally, list the composition of the leadership of your organization.

COMPLETING THE BUDGET INFORMATION

Please review these definitions before completing the budget page:

In-kind Contributions are goods or services that are donated to your organization. Examples include: donated consulting services, meeting space, office equipment and supplies, food, etc.

The value of an in-kind donation is an estimate of the fair market value of the goods. To calculate the value of a consultant's time, estimate how much you would be charged if the person was doing it for a fee.

Fee for service is payment for individual services rendered. It is the amount of money that you have charged someone for a service that you provided. This budget line should include a total amount of money that your group collected for services such as speaking on a panel, conducting a training, or performing at an event.

DEADLINE

The application deadline is: **TUESDAY, FEBRUARY 16, 2010 at 5 PM.**

All proposals must be received no later than the due date. Late applications postmarked on the due date will not be accepted. North Star Fund does not accept applications via email or fax. (Emailed or faxed applications will not be considered.)

Mailing Address:	North Star Fund 520 Eighth Avenue, Suite 2203, New York, NY 10018-6656
Subway directions for hand delivery:	A, E, and C trains to 34 th Street stop. <i>We are located between 36th and 37th Streets</i>

For more information, contact North Star Fund at 212-620-9110 or visit www.northstarfund.org.