



## Application Instructions

**APPLICATION DEADLINE: WEDNESDAY, FEBRUARY 15, 2012 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: <http://northstarfund.org/grants/apply-for-a-grant-new.php>. You may complete the application electronically in Microsoft Word, or print it and complete it by typewriter.

There are three types of grants that you may apply for in the Spring 2012 cycle: Grassroots Action Grants, Innovative Activism Grants and Grassroots Strategy Grants. Each has a separate application form.

For Innovative Activism Grants, you must indicate which grant category you are applying for. However, the Community Funding Committee may move your proposal to a different grant category.

Apply for ONE of the following:

- ❖ **Grassroots Action Grants:** Organizations applying for Grassroots Action Grants must complete the Grassroots Action Grants application, and submit all required attachments as listed in the **Proposal Package** section of this document. Please visit our website and review the [specific eligibility criteria](#) for this grant category.
- ❖ **Innovative Activism Grants:** Organizations applying for Innovative Activism Grants must fill out the Innovative Activism application and submit all required attachments as listed in the **Proposal Package** section of this document. Please visit our website and review the [specific eligibility criteria](#) for this grant category.

Apply for this grant separately (if you have already received a Grassroots Action Grant):

- ❖ **Grassroots Strategy Grants:** Organizations applying for a Grassroots Strategy Grant must fill out the separate Grassroots Strategy Grant application. Please visit our website and review the [types of projects](#) that may be funded with Grassroots Strategy Grants.

**NOTE:** It is possible to receive a Grassroots Action Grant and a Grassroots Strategy Grant. Groups applying for an Innovative Activism Grant are not eligible for a Grassroots Strategy Grant.

All applications will be reviewed by the [Community Funding Committee](#) and our program staff. Groups that meet our criteria will be contacted for a site visit within 4-6 weeks of the deadline, and decisions will be made within three months of the deadline.

## PROPOSAL PACKAGE CHECKLIST

Your proposal package must be received at the North Star office by the deadline (see below for delivery options). The application deadline is: **WEDNESDAY, FEBRUARY 15, 2012 at 5 PM.**

Each proposal package should contain the following items:

- 501(c)(3) letter or your fiscal sponsor's 501(c)(3) letter and a letter of agreement
- North Star Fund application form, including the budget form
- Proposal narrative, either part of the application or a separate narrative (refer to the application form for page limits)
- For groups who have received a North Star Fund grant in the past: 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.

## ELIGIBILITY

Please review all information on [grant categories](#) and [eligibility](#) on our website. North Star Fund will only review applications from organizations that meet eligibility criteria. If, ***after reading all of the material***, you still have questions about whether you are eligible, or which program to apply for, please call (212) 620-9110.

## DEADLINE AND DELIVERY INSTRUCTIONS

The application deadline is: **WEDNESDAY, FEBRUARY 15, 2012 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 fax (you may fax your 501(c)(3) letter).

<b>Email:</b>	Email to <a href="mailto:grants@northstarfund.org">grants@northstarfund.org</a>
<b>Mailing Address:</b>	North Star Fund 520 Eighth Avenue, Suite 2203 New York, NY 10018-6656
<b>Subway directions for hand delivery:</b>	520 Eighth Avenue, 22 <sup>nd</sup> Floor A, E, and C trains to 34 <sup>th</sup> Street/Penn Station <i>We are located between 36<sup>th</sup> and 37<sup>th</sup> Streets</i> <a href="#">Link to subway map</a>

**For more information, contact North Star Fund at 212-620-9110 or visit [www.northstarfund.org](http://www.northstarfund.org).**