

Green Team Mini-Grants

General Grant FAQs

Q: Are we eligible for this grant?

A: This grant is open to NYC K-12 public schools.

Q: How can we apply for this grant?

A: Fill out the online application (4 short answer questions and a budget) and submit! Applications will be accepted until 5pm on Thursday, February 3, 2022. Apply at citizensnyc.org/grantmaking under Public School Green Team Mini-Grants. Then, sign up for an account on [Zero Waste Schools \(ZWS\) website](https://www.zerowasteschools.org/) for reporting purposes. Please email schools@dsny.nyc.gov for your school's security code.

Q: We are writing a grant application for the first time. Can we get some help?

A: We've got you! Many of our applicants and grantee partners are first-time grant writers, so you are definitely not alone. You can get help by attending one of our info sessions or by reading this FAQs sheet. We understand that many of you are simply hoping to get some funding for your school Green Team projects, so we want to make it easy and accessible to all; we will not evaluate your applications at the level of professional grant writers' work, and we appreciate you clearly and succinctly summarizing your proposals in layman terms. If you have any additional questions or want to discuss your proposals with us, we welcome you to reach out to the Schools Unit at DSNY schools@dsny.nyc.gov or Di Cui, Program Manager at CitizensNYC DCui@citizensnyc.org.

Q: What is the grant timeline?

A: Here is our 2022 Green Team Mini-Grant Timeline.

- Application Opens: Wednesday, December 15, 2021
- Application Closes: 5pm on Thursday, February 3, 2022
- Grantees Announced: Early March 2022
- Cash Disbursement and Grant Material Delivery: Mid-March to mid-April 2022
- Grant Project Reporting Deadline: Friday, September 30, 2022

Q: How do I craft a grant project?

A: Talk with teachers, the principal, other school staff, and students to get a sense of what projects the Green Team would be excited to do to protect the environment. We encourage you to make this a TEAM effort. Brainstorm an idea for your school's project and consider what materials you will use. Look through the list of recycling bins and tools from our [Materials Support List](#)* to see if you'd like to apply to receive any of these materials, cash, or a combination of both.

Preference will be given to recycling and waste related projects. Past grant projects include recycling and garden projects, t-shirts/uniforms for the Green Team, school sustainability events, virtual environmental programming and eco-friendly giveaways.

*The PDF is also included on the CitizensNYC webpage and on the grant application page 4: Detail Project Budget.



Q: Can we apply for multiple projects?

A: No, we accept one project for each school for this 2022 grant cycle. However, you can include multiple activities within one project.

Q: What does this grant cover?

A: Schools may choose to receive recycling bins and tools from our [Materials Support List](#) (with free shipping), receive cash to purchase materials on their own, or a combination of both options up to \$2,000 in value.

- We do not fund the following items:
 - Existing school curricula and long-standing programs
 - Programs of staffed nonprofits based in the school
 - Salaries and training fees
 - Fees to large organizations or businesses
 - Rent and utilities
 - 501(c)(3) incorporation fees
 - Luxury items
 - Speaker honorariums
 - Back-to-school items

Q: If we were to receive cash, are there spending restrictions, and can I only buy from DOE-approved vendors?

A: No, you are free to use any vendors. We do not have an approved vendors list. We encourage schools to patronize local businesses, use reusable or compostable items, and build or make items (e.g. tree guards or greenhouses) rather than purchase them.

Q: Can I save the application and complete at a later time?

A: Yes. Click the checkbox next to “Save my progress and resume later” on the upper right-hand corner of the application form and create a user account.

Q: What will the reporting look like after we complete our grant project?

A: We will ask you to fill out a final report and to post at least one photo/video of your project results on www.nyc.gov/zws within one month of completing the project or by Friday, September 30, 2022 at the latest.

Q: What are some other ways that we can connect with the NYC Department of Sanitation and CitizensNYC?

A: CitizensNYC - You are welcome to attend the [CitizensNYC: LIVE series](#), access project planning assistance and check out our [neighborhood leadership resources](#). [Subscribe to CitizenNYC's monthly newsletter](#) so you are in the loop of upcoming events and opportunities.

The NYC Department of Sanitation - You can participate in our [Zero Waste Schools \(ZWS\) website](#). The Zero Waste Schools website is an interactive website where NYC students and teachers can celebrate what they are doing to protect our environment – and win prizes too! Teachers must first create an account before they or their students can begin posting. NYC K-12 public schools can also win cash prizes by applying for DSNY’s [Zero Waste Schools Contests](#) by Friday, May 6, 2022 at 5pm. The ZWS Awards applications will open in January 2022.



PAST APPLICANTS – Please read this section about our Unique ID systems for groups already in our database.

Q: What is a “Unique ID”?

A: To help keep our database clean and up-to-date, we’ve assigned a “Unique ID” to each organization recorded in our system. Once you enter the Unique ID into our application form, the form will auto-populate the basic organization information we have on file, so you won’t need to re-enter them unless you have updates. It also helps us to know that it’s you.

Q: We are a return applicant. How can we obtain a “Unique ID” for our organization?

A: If your organization has applied for any grant programs from CitizensNYC (except West Side Small Business Grant and Neighborhood Business Grant) since 2019, your primary contacts should have received an email containing your organizations’ unique ID. Please take a look at your junk folder to be sure it has not landed there. If you are a return applicant from earlier grant cycles or have trouble locating the email, please contact grants@citizensnyc.org with the email subject “Find Our Unique ID,” and we will gladly share it with you.

ADDITIONAL QUESTIONS? – Talk with us!

For general grant program questions, please contact the Schools Unit at DSNY schools@dsny.nyc.gov.

For online application form and cash funding questions, please contact Di Cui, Program Manager at CitizensNYC DCui@citizensnyc.org.

CONTACT US

Grants@citizensnyc.org
Citizensnyc.org/grantmaking

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