



Request for Proposals

Aim High: Supporting Community Businesses

**RFP Due:
Friday, August 29, 2025 at 5:00 p.m. ET**

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Executive Summary

Westbury Carle Place Chamber of Commerce invites businesses that are located in Westbury and Carle Place to apply for the competitive Aim High Grant to help address their operational expenses in order to make a positive impact in our communities.

Why Westbury and Carle Place?

Westbury and Carle Place, New York, boasts a diverse range of businesses, from major retailers and restaurants to local shops and service providers. The Westbury Carle Place Chamber of Commerce provides networking opportunities and resources for local businesses. It is the chamber's mission to provide help to companies that are located in these two communities. If you are a business that is located in Westbury or in Carle Place, you qualify to apply for this grant. The Chamber wants to help businesses achieving their goals while servicing Westbury and Carle Place communities.

Major Retailers and Restaurants:

- **Some Retail:** Westbury is home to major retailers like Walmart, Best Buy, Old Navy, and Barnes & Noble.
- **Some Restaurants:** Popular dining options include McDonald's, Starbucks, and Chick-fil-A, Italian restaurants, Spanish restaurants, American restaurants, Chinese restaurants, etc.

Other businesses including boutiques, bakeries, art galleries, educational programs, technical, sports and recreation, legal and health local service providers.

Why the Aim High Grant was created?

This grant was created to help local businesses that are located in Westbury and Carle Place address some of their operational expenses and support their continued operation within the Westbury & Carle Place community.

The Aim High: Supporting Community Businesses Grant

Two one year grants of **\$2,500** will be awarded. **Awardees must be companies servicing the Westbury and Carle Place communities that are Chamber members.** One year grants will begin in November 2025 and end in November 2026.

One Year Grants:

Two one year grants for **\$2,500** general operating grants will be awarded to two companies that demonstrate successful community engagement and a need of financial support to achieve an operational goal in Westbury and Carle Place. Funding must be dedicated to address the general operational issues of businesses.

Application deadline: 5 p. m. RST, Friday, August 29, 2025 (Only first 60 applications received will be reviewed)

Application available on our website.

Note: Please review the application and prepare your answers and all attachments before submitting the application. **All application submissions are final. Applications cannot be revised or edited by applicants or chamber board members once submitted.**
Grant recipients will be announced in October 2025.

Section 1. Request for Proposals Overview

A. Overview of Aim High Grant Opportunities

All applications must describe in a meaningful way how the applicant will use the funding to address its operational expenses.

The applicant must clearly outline the purpose of proposed funding and provide clearly stated goals and project outcomes related to their efforts to reduce their operational expenses. The project description and funding request should reflect the specific timespan of the grant.

Please note that the clarity and readability of grant applications will be considered during the review process. Please use clear, concise, and jargon-free language in your application.

B. Characteristics of quality applicants

While Aim High awardees vary in terms of their operations, products and services, all grantees must illustrate components of a quality company.

Awardees tend to exhibit characteristics such as:

- Strong presence in the community
- Be a member of the Chamber of Commerce
- Strong demonstrated need of funds
- Clear proposed goals that align with the objectives of the Aim High grant of the Chamber
- Staff and leadership that reflect the demographics of the populations served
- Unique business approaches or characteristics

C. Selection Process

The Aim High grant is highly competitive. The first 60 applications received will be reviewed by the grant committee of the Chamber of Commerce. Grants will be announced in **October 2025 at the Educational Forum hosted by the chamber.** The one year grant period will begin in November 2025 and end in November 2026.

D. Reporting requirements

One year grantees are required to submit a report at the end of the grant period sharing highlights on how the funds was used to address the operational funding needs of the companies. The final grant report is due on **December 01, 2026**.

Eligibility and priorities

This competitive grant is open to all businesses that are located in Westbury and Carle Place communities that are members of the Chamber of Commerce. Companies that are applying for this grant must operate legally under all applicable Federal, NYS and local laws and all documents required by this proposal, including those listed in the appendix.

Section 2. Overview of the one year operating grant

A general support grant fund must be used to support the company's ability to operate and have the capacity to support the community it serves. For example, a company may decide to use the fund to support direct service activities, professional development and technical assistance. The fund should not be used for capital project(s) or staff salaries.

Proposal Items

1. A brief cover letter on the company's letterhead signed by the paid staff head or designee confirming the company's commitment to the project. Please identify the project area you are applying to (Trainings, technical assistance, etc.).
2. A narrative proposal (no more than five pages) that includes:
 - A description of your company's background (mission, services, community development, etc.).
 - A brief statement of the need, problem or situation that the project seeks to address and how your proposed work aligns with the Chamber of Commerce goals for the business community.
 - A description of your plan to address the problem, including the project's goals and objectives. Planned activities including who will benefit and how policies, systems or services will improve; project timeline; and expected outcomes and plan for measuring results.
3. The narrative should make a compelling case for the needed project funding, how the proposed activities will lead to the desired change, and how your company is prepared to carry out the project. The narrative need not address the topics in order.

4. An itemized project budget that reflects the full costs of carrying out the project (as opposed to just the amount requested from the Chamber of Commerce). The budget should also list other pending and/or confirmed income to support the project, as well as any in-kind contributions. Please round up to the nearest thousand for all line items in the project budget.
5. Your current year annual operating budget, a completed 990 are requested.
6. Your company's organizational chart.
7. Please mail the original application package along with four copies of it and mail them to:

**Westbury Carle Place Chamber of Commerce
P. O Box 474
Westbury, NY 11590**

Section 3. Appendix

Section III. Appendix

Appendix A – Operating Budget of the company

Appendix B – 2024 990 of the company

Appendix C – Company's chart or list of the leadership team

Please make sure these documents are included in your application package.

We look forward to receiving and reviewing your application package. Thank you.