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The New York Community Trust

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June 18, 2025

Debbie Burrell-Butler
Executive Director
City of Mount Vernon Youth Bureau
1 Roosevelt Square
Third Floor,
Mount Vernon, NY 10550

P25-000291
Proposal ID

Dear Ms. Debbie Burrell-Butler:

It is my pleasure to inform you that our Westchester Advisory Board has authorized a two-year grant of $85,000, [$42,500 each year], effective immediately, to City of Mount Vernon Youth Bureau. Please use this grant to expand a youth council program for City of Mount Vernon youth, as described in your proposal of February 13, 2025.

We anticipate that you will make your best effort to complete the following activities during the grant period:

- Recruit and select at least 12 young people (ages 14–24) to serve on the Youth Empowerment Advisory Council;
- Provide monthly training sessions for the Council on leadership, advocacy, and public speaking;
- Organize two civic education field trips focused on local governance and democracy;
- Help the Council organize and host public events, including at least one youth-led candidate debate before the November 2025 elections, an annual budget review meeting with local officials, and a town hall;
- Guide the Council as it launches a public awareness campaign on youth involvement in local governance and elections, using social media, signage, and press outreach;
- Help the council conduct an annual peer survey on local policy issues and present findings to local officials; and
- Work with Council members to lead voter registration drives.

Please complete the enclosed ACH Payment Form so that we can process payment of this grant upon receipt of a signed copy of this letter. This commitment will be paid in two installments. Payment of the first installment of $42,500 will be forwarded to you upon receipt of a signed copy of this letter. The second installment of $42,500 will be payable upon receipt of a satisfactory interim report. Use the proposal ID included at the top of the first page of this letter in any correspondence with us about the grant.