

**Boston Centers for Youth & Families 2018 Summer Grant**  
**Budget and Administration Addendum**  
*(a separate copy of this addendum will be included for your convenience.)*

Please provide an overview of the program curriculum by completing the chart below. The chart should be filled out for *each* week the program will occur. An example week has been provided below.

**Name of Program:**

Please provide an overview of the program curriculum by completing the chart below. The chart should be filled out for each week the program will occur. An example week has been provided below.

<b>Week</b>	<b>Topic</b>	<b>Activity</b>	<b>Measurable Outcomes</b> Skills learned, experiences gained or demonstrated change in attitude or behavior. Should be expressed as a percentage of youth demonstrating or reporting outcome.
<i>Example: Week 1</i>	<i>Introduction to Photography</i>	<i>Examining photos by 5 professional photographers who are well-known in a specific style/topic</i>	<i>85% of participants can accurately identify aspects of 3 different photography styles</i>
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			

**Boston Centers for Youth & Families 2018 Summer Grant  
Program Budget**

1. **Please complete the budget template below.** Please be as specific as possible in breaking down costs in the budget detail section to include specific itemized costs and pay rates.

- Summer Grants will only pay up to \$30 per hour for staff
- Make sure that your total request from the Summer Grant does not exceed \$5,000

BUDGET CATEGORIES		Grant Budget (Requested from this grant)	Agency Contribution (Amount your organization will contribute from its internal budget)	Other Sources of Funding (Amount other outside sources will contribute)	Total Budget (Total Summer Program Cost)
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1		\$	\$	\$	\$
2		\$	\$	\$	\$
3		\$	\$	\$	\$
4		\$	\$	\$	\$
5		\$	\$	\$	\$
<b>SUBTOTAL</b>		\$	\$	\$	\$
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1	Supplies	\$	\$	\$	\$
2	Special Program Facility Costs (additional rent)	\$	\$	\$	\$
3	Travel & Transportation	\$	\$	\$	\$
4	Field Trips	\$	\$	\$	\$
5	Other (please specify)	\$	\$	\$	\$
6	Other (please specify)	\$	\$	\$	\$
<b>TOTAL DIRECT PROGRAM COSTS</b>		\$	\$	\$	\$
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<b>GRAND TOTAL</b>		\$	\$	\$	\$

## 2018 Summer Grants CORI/SORI Requirements

Please read and check each item below to indicate you are aware of the requirements for all Community Summer Grant recipients with regard to the Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) process. (Note: This is a brief overview of the requirements and is not meant to be a complete or comprehensive description of the City of Boston's CORI/SORI policy).

☐ I understand that every person who will have any direct contact with youth under the age of 18 and/or at risk populations including the elderly, must complete a CORI/SORI check, whether they are a staff person, one time guest, or volunteer in a Community Summer Grant program. This is required even if the program received a grant last year and completed CORI/SORI checks at that time. The following staff persons and volunteers do not need to receive CORI's if:

- They are youth who have been CORI'd for youth jobs through DYEE for Summer 2018
- They have been CORI'd within the past year by your organization and have been in continuous employment by your organization without gaps or breaks in service since that CORI was passed (summer staff who have not been with your organization since last summer MUST be re-CORI'd, as must staff who haven't been CORI'd within the past year.) Organizations must list these employees and sign a waiver attesting that they have been CORI'd, which will be included with your grant award.

☐ I understand that all staff/volunteers who meet the requirement above must come to the Boston Centers for Youth & Families' administrative office at 1483 Tremont Street, Mission Hill, MA 02120, 4<sup>th</sup> floor to complete his or her CORI/SORI check. Office hours for CORI/SORI checks are Monday through Friday 9:00 am to 5:00 pm.

☐ I understand that all staff/volunteers who come in to complete their CORI/SORI check must bring: **One original valid government issued ID** such as a passport, driver's license, or state issued ID card.

If the staff/volunteer is under the age of 18, the following alternate identification will be accepted:

- Birth Certificate and Social Security Card **OR**
- Birth Certificate and Student Identification Card with photo **OR**
- Social Security Card and Student Identification Card with photo

☐ I understand that if I receive notice that my program has been selected to receive a Community Summer Grant, all staff/volunteers who are required to be CORI/SORI checked must come to Boston Centers for Youth & Families' central office to complete their **CORI/SORI checks no later than Wednesday, June 27th**. The state's CORI office receives a heavy volume of CORI applications leading up to summer, so this deadline will help ensure that your staff will be cleared in time to begin the program by July 11. If your staff does not come in before this deadline it may delay your grant payment.

☐ I understand that if selected for a Community Summer Grant, **funding will not be released** and the **program may not run** until all required staff/volunteers pass their CORI/SORI check and permission is granted by Boston Centers for Youth & Families. **If an organization has not completed the CORI process by July 20, 2018 they will not be eligible to receive their award.**

I have read and understand all of the CORI/SORI requirements above:

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Signature of Executive Director of Applying Organization

Date