



## Boston Centers for Youth & Families 2019 Summer Grant Request for Proposals

Mayor Martin J. Walsh and Boston Centers for Youth & Families (BCYF) are pleased to release the RFP for the 2019 BCYF Summer Grants. Non-profit youth-serving organizations and those using an eligible fiscal agent are invited to apply for a 2019 Summer Grant of up to \$5,000 with the additional opportunity to apply for an expanded award through the Transformational Funding opportunity. Please read the eligibility and program requirements carefully as they have changed from past years.

### **GRANT PURPOSE:**

This grant opportunity is designed to increase the number and variety of summer programs available to Boston youth to ensure they have access to fun and safe opportunities for enrichment and personal development during the summer months.

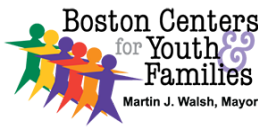
In 2019 BCYF continues to strive to be more deliberate and intentional with our giving in the Boston community. As we embark on a strategic planning process within the organization this year, we will be looking closely at which programs best align with our priorities as an organization. 2019 marks the last of year of the longstanding BCYF Summer Grants model as it currently exists. As a transitional year, BCYF will once again offer additional funds on an invitational basis through the 2019 Transformational Funding Grant to organizations that demonstrate both capacity and alignment with our key funding priorities. More information on this opportunity can be found in the application below.

Please note: Beginning in 2020, BCYF plans to make extensive modifications to the grant design, priorities and applicant eligibility of the BCYF Summer Grants. Our intention is to shift towards awarding a fewer number of grants and provide a more impactful level of funding to awardees in order to best support quality summer programming in Boston. More information will be available next year before/during the release of the 2020 RFP.

### **APPLICANT ELIGIBILITY REQUIREMENTS:**

Applicants must meet all of the following eligibility requirements:

- Applicants must be a non-profit 501(c)3 tax-exempt organization or designate a partner fiscal agent that is such.
- Fiscal agents may only serve as a fiscal agent for **one** BCYF Summer Grant application. BCYF community center councils cannot act as a fiscal agent for another applicant and may not apply for this grant.
- Applicants may only apply for programs that run on an ongoing basis throughout the summer. Funding will not be available for one-time events.
- Upon receiving notification that a program has been selected for funding, all program staff and volunteers who will have any direct contact with youth must complete a CORI/SORI application at the BCYF Administrative Office. This includes all former grantees and current BCYF volunteers or partner agencies. If youth staff have completed a CORI through DYEE for the **current** summer they do not need to submit for a CORI again.
- Applicant's program must serve Boston youth between the ages of 6 and 18 and may include young adults up to 21 years old.
- All applicants must be willing to comply with program site visits from Boston Centers for Youth & Families representatives.
- All programs funded through the BCYF Summer Grants that will operate in a City of Boston park must submit a copy of their park permit with grant application. Please note that applicants must apply directly to the City of Boston's Parks Department to obtain a park permit. Instructions for obtaining a park



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permit can be found online at [Boston.gov/parks](http://Boston.gov/parks)

- Organizations that apply for a BCYF Summer Grant must have operational budgets of \$775,000 or less a year. All organizations will be required to submit a form 990 to demonstrate their organizational capacity.

### **PROGRAM REQUIREMENTS:**

All proposed programs must meet the following requirements:

- Proposed programs must operate within the July 1 to August 31 timeframe, beginning no later than July 15.
- Staff salaries paid through the BCYF Summer Grants may not exceed \$30 per hour.
- Grantees will complete and submit electronic weekly program attendance reports in the format provided by Boston Centers for Youth & Families.
- Grantees will complete and submit an electronic end of the summer report.
- Funding must be used explicitly to support the programs and activities described in the grant application without exception.
- Program must be free or low cost for participants.

### **KEY FUNDING PRIORITIES:**

Additional funding preference will be given to proposals that meet one or more of the following criteria:

- Programs which focus on violence prevention and addressing trauma in the Boston community;
- Programs which provide STEM education;
- Programs which provide meaningful youth jobs, either through salaries or stipends;
- Programs which focus on mentoring; and/or
- Programs which focus on youth substance abuse prevention.

### **SUBMISSION GUIDELINES:**

Please note that complete applications must include all of the following items:

1. Application Cover Sheet
2. Narrative – No more than 200 words per question
3. Grant Program Curriculum (attachment)
4. Proposed Budget, Budget Narrative (attachment)
5. Signed acknowledgement of CORI/SORI instructions (attachment)
6. Nonprofit IRS Determination Letter or Certificate of Exemption (attachment)
7. Form 990 (attachment)
8. W-9 and Vendor Profile Form THESE ARE REQUIRED for all applicants, including former grant recipients and current City of Boston vendors. Please fill-out this vendor form as if your organization is the "Vendor." (attachment)
9. Park Permit (if applicable)
10. OPTIONAL: Transitional Funding LOI (attachment)



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This year all grants should be submitted electronically via Submittable at the following link:

<http://bit.ly/BCYFSummerGrant2019>

Please fill out all questions and attach the required documents listed above to your Submittable application. Attachment forms can be downloaded from: [Boston.gov/BCYF-Summer-Grants](http://Boston.gov/BCYF-Summer-Grants)

**These attachments will not be accepted over email or as hard copy.**

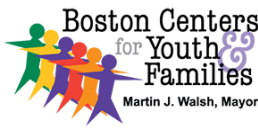
### **TIMELINE:**

Task	Due Date
RFP Post/Release Date	Thursday, April 11, 2019
Proposals/Applications Due by 5:00 pm	Friday, May 3, 2019
Review Period	May 6 - May 24, 2019
Send out Notifications to Grantees	Week of May 27, 2019
Grantee staff meet CORI/SORI requirements	June 1 - June 28, 2019
Final day for CORI/SORIs	Friday, June 28, 2019
Program expected to be in operation	Week of July 8, 2019
First weekly attendance report due	Friday, July 12, 2019
70% of award checks released to awardees	Mid July 2019
Final Report Due	Friday, August 30, 2019
30% Check Request to Awardees	September 2019

- Grant checks will be distributed in mid-July, reflecting 70% of the full award amount contingent upon all grantees successfully completing the CORI/SORI process and receiving confirmation from a BCYF Resource Development Manager.
- Programs should begin the week of July 8 and must be in operation by the week of July 15, 2019 at the latest.
- Programs submit weekly attendance reports July 12, 2019 through the end of program.
- Final Reports will be administered and emailed out end of August.
- Final 30% of grant will be issued upon completion of the final report.

Please email any questions you may have to (BCYFgrants@boston.gov).

***\*Boston Centers for Youth & Families reserves the right to amend this application and/or make funding decisions in order to best meet the goals of the Summer Grant Program.\****



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### Grant Application Cover Sheet

Please complete the application and narrative **specifically** for the program or program component for which funding is being sought. Please do not provide information from other programs or components that will not directly be supported with these funds. This document is for you to be able to see questions in advance and write out your answers before entering them into our online application form---do not email this form in as a submission. Email and paper submissions will not be accepted.

#### Organizational Information:

Legal Name of Applicant Organization:

Executive Director:

Organization Address:

Organization Zip Code:

Tax ID Number:

Fiscal Agent Name and Tax ID Number (if different):

Fiscal Agent Address:

Fiscal Agent Zip Code:

Total Summer Program Budget:

Total Organizational Budget:

#### Program Contact Information:

Contact Person (if awarded funding, this person will communicate with BCYF Team):

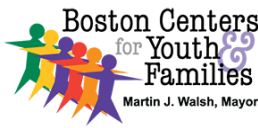
Telephone:

Email:

#### Program Information:

1. Program Name:
2. Please indicate the location and address where grant funded activities will take place:
3. Program participant fees charged and frequency (i.e. weekly, monthly, or once for entire program):
4. Please indicate if your program is open access/drop-in for all youth, or an enrolled, closed roster program:  
☐ Open Access/Drop-In    ☐ Roster Program
5. Please indicate the neighborhood(s) in which your program will PRIMARILY operate:  

<input type="checkbox"/> Allston/Brighton	<input type="checkbox"/> Charlestown	<input type="checkbox"/> Chinatown	<input type="checkbox"/> Dorchester	<input type="checkbox"/> East Boston
<input type="checkbox"/> Hyde Park	<input type="checkbox"/> Jamaica Plain	<input type="checkbox"/> Mattapan	<input type="checkbox"/> Mission Hill	<input type="checkbox"/> North End
<input type="checkbox"/> Roslindale	<input type="checkbox"/> Roxbury	<input type="checkbox"/> South Boston	<input type="checkbox"/> South End	<input type="checkbox"/> West Roxbury
6. Please select the category that best describes the program you are offering. Only select one:  
☐ Arts   ☐ Community & Civic Engagement   ☐ Education   ☐ Sports, Fitness, Recreation & Health

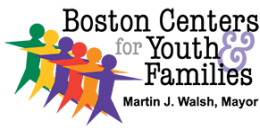


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7. Please select additional categories that may apply to your program. You may select more than one or none:  
☐ Youth Substance Abuse    ☐ Trauma    ☐ Meaningful Youth Employment
8. Please select the type of program and number of youth your summer program serves:  
☐ Specialty Program - serves 40 kids or less during the summer  
☐ Large Group or Summer Camp Program - serves 41-149 unique participants during the summer  
☐ Very Large Group or Summer Camp Program - serves 150+ unique participants during the summer
9. Primary age range(s) to be served by this program:  
☐ 6-12    ☐ 13-15    ☐ 16-19
10. Program Schedule and Participants - complete the following chart.

Day of Week	Start Time	End Time	Hours Per Day	Participants Per Day
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total Number of Program Hours Per Week				
Total Number of Weeks Program Will Operate				
Total of Number of Anticipated Program Participants (throughout the duration of the summer, please only count each participant once to get this total number)				

11. Please indicate if your program will be held in partnership with a BCYF community center or will take place in a City of Boston park (this is not a requirement).  
☐ BCYF community center    ☐ City of Boston park    ☐ Other
- If so, please indicate the name of the BCYF community center and your contact at the community center and/or indicate the name of the City of Boston park:
12. If your program will create any jobs for youth that will be funded specifically through BCYF Summer Grant funds, please indicate the number of youth jobs:
13. If your program will employ staff through the Division of Youth Engagement & Employment SuccessLink Program (formerly Boston Youth Fund), PIC, ABCD or another source, please indicate the number of staff/interns employed through these sources below:  
☐ PIC:    ☐ SuccessLink (DYEE):    ☐ ABCD:    ☐ Other Agency:

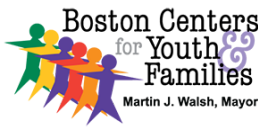


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### **Narrative**

Please answer the following questions in no more than 200 words for each question.

1. Describe your organization, mission, and agency background in providing program services.
2. Describe the program's goals and what youth will learn or experience in this program, as well as opportunities youth will have to explore new activities and develop skills or new perspectives.
3. Describe the need your program addresses. How is your program addressing this need better or differently than other similar programs?
4. Describe the target population to be served (include age, specific neighborhoods and demographics).
5. Describe the outreach strategy used to enroll participants in the program or promote your program/event.
6. Please list any other funding sources from which you have requested or plan to request funding or support for this program.
7. Include a brief budget narrative as part of your application narrative that describes the total project revenue and additional program revenue sources. The budget should account for all program expenses. If your program will employ staff through DYEE, PIC, ABCD, or another source, please indicate the number of staff/interns employed through these sources in the narrative.



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### **Optional: Transformational Funding Grant**

Additional funding will be available to a few select organizations that demonstrate both need and capacity to use added funding to improve their programming. These organizations should address one of the Department of Health and Human Services priority areas for Summer 2019:

- Youth Substance Abuse
- Trauma
- Meaningful Youth Employment
- STEAM
- Mentoring

Up to \$12,500 will be awarded to organizations that can demonstrate how this funding will be utilized to bring their Summer Program to the next level. For example, funds could cover a key position that will elevate the work of your organization, fill a community need, or expand programming to new demographics. Priority will be given to the following neighborhoods, which have been determined to be underserved in summer programming:

- Roxbury
- Mattapan
- Dorchester

If your organization is interested in applying, please write and submit a Letter of Intent not exceeding two pages describing the community need, proposed program, and budget request that will transform your summer program. Letters should be attached to the on-line Submittable application for the BCYF Summer Grant.