



HARVARD
IN THE COMMUNITY

The Harvard Allston Partnership Fund

REQUEST FOR PROPOSALS

ISSUE DATE: September 14, 2009

TECHNICAL ASSISTANCE SESSIONS:

September 23, 2009 at 11AM

October 9, 2009 at 4PM

Harvard Allston Education Portal, 175 North Harvard Street

DUE DATE: October 15, 2009 at 4PM

Harvard Allston Partnership Fund Advisory Committee

175 North Harvard Street

Allston, MA 02134

LATE SUBMISSIONS ARE NOT ELIGIBLE FOR FUNDING

INQUIRIES TO: hapfund@gmail.com

Harvard Allston Partnership Fund

Grants Management & Community Development

Harvard Allston Partnership Fund

I. BACKGROUND

The Harvard Allston Partnership Fund (“the Fund”) is governed by the Harvard University Allston Science Complex Cooperation Agreement, which was signed by Harvard and the Boston Redevelopment Authority (“BRA”) on April 2, 2008. Under the Public Benefits portion of the Agreement, Harvard will make payments of \$100,000 to the BRA each year for five years for the Fund. Payments will be made on or before October 1 of each year between 2008 and 2012.

The Fund is governed by the Harvard Allston Partnership Fund Advisory Committee (“the Committee”). It is composed of eight voting community members and four non-voting *ex officio* members.

The voting members are residents of North Allston/North Brighton who are appointed by the Mayor and include:

- representatives nominated by state representatives from North Allston/North Brighton and by the Allston-Brighton City Councilor
- at least one representative from the Harvard Allston Task Force

The non-voting members include:

- Two representatives from the City of Boston
- Two representatives of Harvard University

II. PURPOSE OF THE FUND

The Fund was established to provide grants, pursuant to an annual public process, to non-profit organizations and community groups that will result in a measurable impact on the North Allston/North Brighton community.

The impact area, North Allston/North Brighton, is bounded by the Massachusetts Turnpike, Soldiers Field Road, Western Avenue and Market Street.

Grants are intended to address community needs that may include:

- Neighborhood improvement projects in a visible location within the impact area
- Sustainable cultural enrichment programs in the impact area
- Sustainable educational programs, including, but not limited to public health education programs, initiated by the North Allston/North Brighton community

Grants will support specific programs, projects or activities that fulfill the purpose of the Fund as defined by the Cooperation Agreement. Funding priorities include: 1) new programs or services, 2) expansion of current programs, 3) expanded access to existing programs for residents, and 4) sustaining high impact programs and services delivered in the impact area. Grants can also include the cost of program supplies, furnishings and equipment.

The Fund will not pay for indirect costs. Grants will not be awarded to individuals.

The Committee reserves the right to examine all proposed activities, programs and projects for a) adherence to the terms and intent of the Cooperation Agreement, b) impact on residents of the North Allston/North Brighton community, and c) sustainability.

Harvard Allston Partnership Fund

III. FUNDS AVAILABLE

A total of \$100,000 is available. The maximum grant amount is \$25,000. Small grants up to \$5000 are also available.

An organization can only submit one proposal in response to this RFP.

If, in any year, the Committee decides that the total number of qualifying proposals will expend less than \$100,000, any unused funds will remain in the Fund for distribution in a later year. All funds will be distributed by December 1, 2012. Any fund balances will be appropriately invested by the BRA in an FDIC-insured institution.

IV. ELIGIBLE APPLICANTS

Funding is available to non-profit, 501(c)3 organizations and community groups in good standing that:

- Serve the North Allston/North Brighton community defined on page 1 as the impact area
- Have been an established non-profit organization or community group for the previous three years
- Demonstrate sound financial condition, reporting, and controls
- Demonstrate the ability to execute the proposed project or program

Priority consideration will be given to organizations and community groups located in the impact area.

If a group or organization cannot demonstrate its financial condition or organizational capacity over the past three calendar years, or is a newly formed organization, it is eligible to submit a proposal only under the written fiscal sponsorship of an existing 501(c)3 non-profit organization that meets the eligibility requirements.

As of Round 2, eligible applicants must demonstrate successful completion of, or satisfactory progress on, work described in all previous grant awards.

The Committee reserves the right to add, remove or change any of these criteria at any time.

V. APPLICATION PROCESS

All applicants must submit 1 signed, original application and 9 copies to the Harvard Allston Partnership Fund Advisory Committee by or before the **4 PM deadline on October 15, 2009**.

Technical assistance sessions will be held on September 23, 2009 at 11AM, and October 9, 2009 at 4PM at the Harvard Education Portal at 175 North Harvard Street in Allston. **You are encouraged to attend either or both of the Technical Assistance Sessions, and to pose questions regarding the application process.** Assistance is also available via email to hapfund@gmail.com.

Requests for \$5000 or less will require the short form application and supporting attachments as listed on page 5. The information can be copied onto your own letterhead.

Harvard Allston Partnership Fund

Requests over \$5,000 will require the Proposal Cover Page on page 6 and a detailed narrative with supporting attachments as listed on page 8.

A complete and responsive proposal will provide all information requested, in the applicable form and format in this RFP. Proposals that do not provide the information as requested will be considered incomplete and non-responsive, and thus not eligible for funding. **Email any questions regarding the application requirements to hapfund@gmail.com.**

*The provisions of [M.G.L. c. 12, s. 8F](#) require organizations that have gross support and revenue of more than \$200,000 in a fiscal year to submit financial statements that are audited or reviewed by an independent certified public accountant (CPA).

Whether the financial statements must be audited or reviewed depends on whether the organization's gross support and revenue exceeded \$500,000 in that year. Please search the Charitable Organizations page on the Attorney General's website to determine which requirement applies: http://www.mass.gov/?pageID=cagoterminal&L=3&L0=Home&L1=Non-Profits+%26+Charities&L2=Charitable+Organizations&sid=Cago&b=terminalcontent&f=nonprofit_audits_and_reviews&csid=Cago.

VII. DEADLINE AND NOTIFICATION PROCESS

Applications and proposals are to be delivered to the Harvard Allston Partnership Fund Advisory Committee, 175 North Harvard Street, Allston MA 02134.

Applications and proposals must be received by or before 4:00 pm on October 15, 2009. **Late submissions are not eligible for funding.** The Committee will reject any submission that is not received by the deadline, and the Committee is not responsible for submissions that are lost or otherwise not received in accordance with this RFP.

VI. REVIEW PROCESS

Applications and proposals will be evaluated on the basis of eligibility, ability to carry out the proposed work, community benefit and impact, financial soundness, compliance with the purpose of the Fund, and adherence to the terms and intent of the Cooperation Agreement.

All submissions will be considered confidential, and their contents will not be disclosed to, or discussed with, persons outside the Committee, except to the extent that the Committee deems necessary to adequately evaluate the submissions.

The Harvard Allston Partnership Fund Advisory Committee reserves all rights to make any decision they deem necessary to accomplish the purpose of the Fund – including, without limitation, to reject any and all proposals for any reason; to seek additional information or a revised proposal, and/or to suspend, withdraw, or amend this RFP at any time and for any reason.

VII. FUNDING PROCESS

The Committee will make recommendations to the Boston Redevelopment Authority for disbursements from the fund. The BRA will issue grant contracts and disburse the funds.

Harvard Allston Partnership Fund

Funding decisions will be announced in December 2009. Grant Agreements will commence on January 1, 2010 and end on December 31, 2010.

VIII. GRANT PERFORMANCE

Execution of a Grant Agreement binds the grantee to a contract to perform all the services and purchase all the goods set forth in the proposal upon which the grant award is based. The Committee reserves the right to periodically monitor contract performance and compliance with the terms of the Grant Agreement.

Harvard Allston Partnership Fund

**HAP Fund Short Form Application
Grant Request up to \$5000**

(Cover and 1 to 3 additional pages, plus Attachments)

Group or Organization:			
Office Address:		Address of Program/Project Site:	
Phone #:	Fax #:	Website:	
Contact Person:		Title:	
Contact Person's Email Address:			
Name of *Fiscal Sponsor (if applicable):			
References (2 people familiar with your group/organization, & proposed program/project)			
Name:	Email:	Phone#	
Name:	Email:	Phone#	
Total Estimated Program/Project Cost		Amount Requested	
PLEASE COPY THE FOLLOWING QUESTIONS AND ANSWER THEM ON ADDITIONAL PAGES			
1. Brief description of proposed program, service or activity:			
2. Experience with this type of program, service or activity:			
3. Discussion of how this program, service or activity meets the purpose of the Fund:			
4. Expected community benefits and their impact on North Allston/North Brighton residents:			
5. Total cost of staff, equipment, supplies or other program expenses:			
I verify that the information provided is accurate and honest to the best of my knowledge:			
Signature		Date	
Printed Name		Title	

Attachments Checklist:

- Budget and Cost Documentation (internet printouts, service quotes or actual prices)
- Schedule of Events or Activities and Dates of Completion
- List of Project Funds Confirmed or Pending
- Resumes or Qualifications of Staff or Volunteers on this Project
- 501(c)3 Determination Letter
- Board List
- Forms 990 for 2006, 2007 and 2008 (or the 3 most recently completed fiscal years)
- Audit or Account Review for 2006, 2007, and 2008 (or the 3 most recently-completed fiscal years)

(If Applying with a Fiscal Sponsor, the last 4 items should be supplied by the sponsor). **Send an email to hapfund@gmail.com if there are any questions.**

Please do not use comb binding, dividers, tabs, clips, folders or binders. Do not include flyers, brochures, support letters, or cover letters. Please label the original application, number each copy, and place each application in a separate envelope.

Harvard Allston Partnership Fund

**HAP Fund Proposal Cover Page
(Grant Request up to \$25,000)**

Group or Organization:			
Office Address:		Address of Program/Project Site:	
Phone #:	Fax #:	Website:	
Contact Person:		Title:	
Contact Person's Email Address:			
Name of Fiscal Sponsor (if applicable):			
References (2 people familiar with your group/organization, & proposed program/project)			
Name:	Email:	Phone#	
Name:	Email:	Phone#	
Total Estimated Program/Project Cost		Amount Requested	
Summary of Community Benefits and Impact:			
I verify that the information provided is accurate and honest to the best of my knowledge:			
Signature		Date:	
Printed Name		Title:	

Harvard Allston Partnership Fund

Proposal Narrative

(5 to 10 pages, Not Including Attachments)

1. Introduce your organization and summarize its history, mission and goals. Describe any previous experience or achievements your organization has had **that relate to one or more of the applicable purposes of the Fund: neighborhood improvement, cultural enrichment, educational programs or public health education**. Give examples, with statistics, of effective services you have provided to the North Allston/North Brighton community (the impact area).

If your organization has been in existence for less than three (3) years, or can not demonstrate 3 years of fiscal soundness, it is required to apply under fiscal sponsorship. If this is a start-up effort, your response to applicable questions should include projections for the services you plan to deliver. The sponsor's letter must include a description of its organizational history and purpose, and describe how it would manage a grant from the Fund.

2. Discuss the needs of your organization, and how this grant would be used. If the request is for an existing program, why does it need to be sustained? If the request is for a new program, why was it developed? What other funds support the program?
3. Discuss the needs of those whom this grant would benefit. Include challenges, assets and opportunities, and speak to current issues. Be sure to explain how your proposal supports **one or more of the applicable purposes of the Fund: neighborhood improvement, cultural enrichment, educational programs or public health education**.
4. What will this grant be used to accomplish in the next twelve months? Discuss the planned activities and anticipated results. List and discuss specific, long-term benefits to residents and community groups in the impact area. How many North Allston and North Brighton residents will be served? How will it make a difference in the quality of life in the impact area?
5. Define your criteria for success for this work, and describe how you will measure success at the end of one year. Discuss challenges recognized from previous experience, and how lessons learned have been incorporated into the goal(s) of this work.
6. Who are the key staff and volunteers for the work to be funded with this grant? Describe their qualifications, and their experience delivering services in North Allston/North Brighton. Attach resumes or career biographical sketches.
7. Describe your plan for sustaining this effort beyond this grant cycle, and your strategy for building or maintaining your funding base. Attach the donor/prospect list requested below.

Harvard Allston Partnership Fund

Financial Attachments:

- Program Budget**, with **Budget Narrative** that clearly shows your calculations
- Board-approved **Organizational Budget** for your current fiscal year
- Forms 990 and** most recent independent **Audit or Account Review** (as required by law) for **2006, 2007 and 2008 (or the 3 most recently-completed fiscal years)**
- List of donors being approached to fund this program, with dollar amounts indicating which sources are *Committed* with an attached award letter, *Pending* a funding decision, or *Anticipated* from a proposal yet to be submitted to a prospective funder.

Additional Required Attachments

- Documentation for all planned expenses and costs: sales or service quotes, sample invoices or retail prices
- List of funds confirmed with an attached award letter, pending a decision, or yet to be applied for
- Scheduled activities and dates of completion
- Resumes or career biographical sketches of program staff and volunteers
- List of Board members
- 501(c)3 Determination Letter

The Finished Proposal

1. The Proposal Cover Sheet must be the top page of the proposal.
2. Minimum font size is Arial 11 or Times New Roman 12. Minimum margins are 1 inch: top, bottom and sides. The text may be single spaced.
3. The narrative must follow the format on page 7, with complete responses.
4. The original proposal, and all 9 copies, must include all required attachments.
5. Do not include flyers, brochures, press clips, support letters, cover letters or executive summaries.
6. Please do not use comb binding, dividers, tabs, clips, folders or binders.
7. Place each proposal package in a separate envelope. Label the original, and number the copies.

Send an email to hapfund@gmail.com with any questions on submitting the proposal.