

# BCF Community Grant Program Application – Fall 2022

*Grant Applications Due: Monday, September 12, 2022 at 11:59pm*

You are welcome to use this document for planning purposes or you may complete and email [grants@brooklinecommunity.org](mailto:grants@brooklinecommunity.org) or mail this application to:

Brookline Community Foundation

c/o Program & Partnerships Team

40 Webster Place

Brookline, MA 02445

**Community Grant Program**

The community grant program provides funding to programs and efforts that help build a better Brookline for all who live, learn, work, and play here. As one of BCF’s largest grant programs, the Community Grant program aims to support a wide range of efforts that create opportunity and promote equity. In alignment with our organizational vision and funding priorities, as we review proposals we will give preference to community organizations and groups that:

* Are working to advance equity, including removing barriers to opportunities, meeting the immediate individual needs of those impacted by inequities, and addressing root causes of inequities such as poverty or racism;
* Are led by BIPOC (Black, Indigenous, and People of Color), and;
* Focus on BIPOC and other vulnerable populations.

Please note: while we have included high character limits in our application, we do not expect responses to use the maximum number of characters allotted. Concise responses are welcome. Please visit our [Community Grant Program page](https://brooklinecommunity.org/bcf-community-grant/) and [grant program FAQ page](https://brooklinecommunity.org/grant-program-faq/) for more information on this grant program.

**Request Summary**

**Project name\***

*Character Limit: 100*

**Proposal summary\***

Pleases provide a brief summary of the proposal in about 2-3 sentences. For example: BCF requests a project grant of $5,000 to hire a consultant to help us collect input on our grant application process via a feedback survey. This project will result in an updated, streamlined grant application process that is less burdensome for grant applicants.

*Character Limit: 5000*

**Amount requested\***

*Character Limit: 20*

**During this grant cycle, BCF may provide some multi-year grants, depending on available funds.** We encourage you to connect with BCF staff by emailing [grants@brooklinecommunity.org](mailto:grants@brooklinecommunity.org) or calling 617.566.4442 if your request is for multi-year funding.

**If the request is for multi-year funding, pleases share how much support is requested each year?**

For example: Year 1 Request - $5,000; Year 2 Request - $3,000

*Character Limit: 500*

**Which of the following best describes your organization’s funding request?\***

*Please check all that apply:*

* Health & wellness
* Climate sustainability
* Arts & culture
* Healthy aging
* Wealth building and economic advancement programs
* Housing
* Children & families
* Education
* Crisis intervention services
* Organizational capacity building activities
* Other

**If you selected “Other,” please describe your work**

*Character Limit: 250*

**Project start date\***

If this request is for a general operating grant, please provide your fiscal year start date.

*Character limit: 10*

**Project end date\***

If this request is for a general operating grant, please provide your fiscal year end date.

*Character limit: 10*

**Organization Information**

**DBA**

If your organization is known by another name, please enter it below.

*Character Limit: 250*

**Organization mission statement\***

*Character Limit: 5000*

**Does your organization/group have IRS 501(c)(3) nonprofit status\***

If not, you may still apply through a fiscal sponsor. If you are applying on behalf of a governmental body or agency serving the Town, please select “N/A”

Choices:

* Yes
* No
* N/A

**Fiscal Sponsorship (if applicable)**

Please respond to each question in this section with your fiscal sponsor’s information. If you do not yet have a fiscal sponsor, please contact BCF at [grants@brooklinecommunity.org](mailto:grants@brooklinecommunity.org). You may skip this section if this does not apply to your organization.

**Fiscal sponsor organization name**

If you would like assistance in identifying a fiscal sponsor, please indicate that here.

*Character Limit: 250*

**EIN/Tax ID number of fiscal sponsor**

*Character limit: 250*

**Fiscal sponsor contact name and address**

Please include a contact name and address for your fiscal sponsor.

*Character Limit: 1000*

**Please include a letter or written agreement from the fiscal sponsor**

You may attach your own letter/form or you may use the [fiscal sponsor letter](https://brooklinecommunity.org/budget-templates/) or agreement template provided on our website.

*Character Limit: 1000*

**Diversity & Representation**

**Population(s) served\***

Does your organization or project primarily\* serve BIPOC (Black, Indigenous, and People of Color) or other vulnerable populations, which include but are not limited to individuals and or communities who identify as immigrants; women; children; older adults; LGBTQ+; disabled; members of racial, ethnic, religious, and or linguistic minorities; incarcerated or formerly incarcerated, and; those consistently excluded from access to resources and services vital for thriving.

\*50% or more of your population(s) served

Choices:

* Yes
* No
* N/A

**Population(s) served details\***

Please share some details on the population(s) served. If applicable, please also describe your organization’s efforts to increase engagement and participation from your organization’s primary population(s) served.

We anticipate this question can be answered in 2-3 paragraphs or less.

*Character Limit: 10,000*

**Is your organization/group BIPOC-led\***

For this grant program, an organization or group is considered BIPOC-led if they meet at least one of the following three criteria:

1. The organization/group’s Executive Director, Chief Executive Officer, or Board Chair identifies as BIPOC;
2. 50% or more of the organization’s leadership staff or program directors identify as BIPOC, and/or;
3. 50% or more of board members identify as BIPOC.

Choices:

* Yes
* No
* N/A

**If your organization/group is BIPOC-led, please describe which criteria apply to you\***

*Character Limit: 5,000*

**Describe the diversity of your organization and/or project’s leadership\***

Dimensions of diversity include but are not limited to race, ethnicity, gender, gender expression, sexual orientation, language, class, mental ability, physical ability, country of origin, and immigration status.

We anticipate this question can be answered in 1-2 paragraphs or less.

*Character Limit: 10,000*

**Describe the ways in which your organization is moving towards inclusion\***

In your response, please also include a description of your efforts to increase diverse representation across all levels of the organization’s staff and board, and in particular senior leadership. If applicable, please share how you engage people with lived experiences in the issues your project or program is seeking to address? Dimensions of diversity include but are not limited to race, ethnicity, gender, gender expression, sexual orientation, language, class, mental ability, physical ability, country of origin, and immigration status.

We anticipate this question can be answered in 2-3 paragraphs or less.

*Character Limit: 10,000*

**Proposal Information**

**Description of need\***

Please describe your need for a BCF Community Grant. What problem, issue, or community need are you addressing?

*Character Limit: 10,000*

**Description of the request and intended impact\***

Please include a description of your request for funding support. What do you plan to do with the funding if received? What do you hope to achieve and how will you know you are making progress towards that end?

If your organization or project aims to advance equity, please share how your work will advance equity in Brookline.

*Character Limit: 10,000*

**Number served\***

How many Brookline residents will be served by your organization or project?

*Character Limit: 250*

**Supplemental Information - Optional**

**Is there anything else you would like to share with BCF?**

Please use this space to share any additional information about your work/project that you would like us to know. For example, you may share any barriers you are meeting as you carry out your work or brief highlights of recent efforts of which you are proud.

*Character Limit: 10,000*

**Grant Application Attachments**

If you are submitting your application by email or mail, please be sure to include the following if applicable:

Budget & financial information:

* **Project/program budget** – we will accept your project budget in your own template or you are welcome to use the BCF [project budget template](https://brooklinecommunity.org/budget-templates/). If you are submitting a request for multi-year funding support for your project, please include budgets for each year of funding you are requesting. Please note that if you are requesting general operating support for your organization, you only need to submit an organizational budget.
* **Organizational budget (current year)\*** - we will accept your organization’s budget in your own template/format, or you are welcome to use the BCF [organization budget template](https://brooklinecommunity.org/budget-templates/). If you are submitting a request for multi-year funding for your organization, please include budgets for each year of funding you are requesting.
* **Financial statements (current year)\*** - please attach your organization’s most recently completed annual financial statements (audited, reviewed, compiled, or internal if applicable). Financial statements should include, at a minimum, an income statement (profit and loss) and a balance sheet. *If you are applying on behalf of a governmental body or agency serving the Town, please type N/A below; Town financial statements are not required.*
* **Prior year fiscal statement (if applicable) –** if you are requesting more than $15,000 please attach your prior year’s financials. *If you are applying on behalf of a governmental body or agency serving the Town, financials are not required.*

Additional attachments:

* **Fiscal sponsor letter or written agreement (if applicable)** – you may attach your own letter/form or you may use the [fiscal sponsor letter template](https://brooklinecommunity.org/budget-templates/) or agreement template provided on our website.
* **Supplemental information** – you may also attach any additional information in support of your grant application that you wish to share, including support letters, testimonials, press releases, etc.
* **Application submitted to other funders** – BCF will accept applications submitted to other funders or foundations. If you would like to submit an application sent to other foundations, please attach. Please be sure that this application contains the information requested through the BCF Community Grant Application questions. If you would like to submit an application that was submitted to other funders and expand on any of the information included, you may respond to the related questions within this document.

**Site Visit Availability - Optional**

As part of the Community Grant review process, BCF may reach out to schedule a site visit (either in person or virtually) to learn more about your work. We welcome you to share your availability for a visit between 9/15/2022-9/30/2022. Please feel free to list any days and times that would work well for you and your team. Should we schedule a visit, we will do our best to accommodate you based on this availability.

*Character Limit: 1000*

**Feedback - Optional**

**Do you have any feedback for BCF on this application?**

Optional: please share any feedback on this application form and process. We will review all feedback received and use common themes to inform updates to our application and process. Thank you for your insight and perspective. *Character Limit: 10,000*

**How much time did it take you to complete this application?**

Optional: please include an estimate of the amount of time it took to complete this application from start to submission. We are asking this because we want to understand how long this application takes to complete so that we can make improvements as needed to decrease the time applicants spend preparing and submitting applications. *Character Limit: 500*