

# BCF Safety Net Grant Program Application – 2023-2024

You are welcome to use this document for planning purposes or you may complete and email to: [grants@brooklinecommunity.org](mailto:grants@brooklinecommunity.org) with the subject heading “Grant Application Submission”.

**Safety Net Grant Program**

The Safety Net Grant Program supports organizations and community groups that provide critical access to essential services and emergency assistance for individuals and families, particularly for those who have been disproportionately impacted by the pandemic. Safety Net grants can be used to support a range of activities related to providing, adapting, or expanding vital essential services and/or addressing crises such as fires or pandemics.

This year’s BCF Safety Net Grants are provided with federal American Rescue Plan Act (ARPA) Funding awarded to BCF from the Town of Brookline.

**Proposal Information**

**Project name\***

*Character Limit: 100*

**Amount requested\***

*Character Limit: 20*

**Description of need and request for support\***

Please answer the following questions in a 1-2 page narrative: (*Character Limit: 10,000)*

* Describe your need for a Safety Net grant. What problem, issue or community need are you addressing?
* Describe your program/project, including who and how many will be served by this project. Please also include how your organization outreaches to and works with vulnerable or marginalized populations, including those most impacted by the COVID-19 pandemic.
* Describe the impact of this program/project and how you will define success/impact. In other words, what do you hope to achieve and how will you know you are making progress towards that end?
* What other options or resources are you able or trying to secure for this program/project?

**Financial Assistance Programs (Emergency Cash Assistance, Rental Assistance, Utility Assistance)**

Please respond to the following question *only* if your program/project includes the distribution of funds/financial assistance to individuals or families.

**If you are seeking funds for the distribution of financial, rental, or utility assistance, please describe your plan to distribute this assistance.** Share how you determine eligibility (if applicable) and how you provide outreach and/or recruit participants.

If you are distributing financial assistance via gift cards, please include your plan to track and retain basic recipient information. Please note that BCF does not need to receive a list of gift card recipients, but we ask that you track this information in case it is needed for audit purposes.

*Character Limit: 5,000*

**Interest in Multi-Year Grant Funding**

BCF may invite organizations who have received Safety Net funding over the past few years for the same program to submit a multi-year grant request. If you think your organization aligns with this criteria and is interested in multi-year funding, please indicate below.

**Is your organization interested in receiving a multi-year Safety Net grant for the program detailed in this application and has your organization received Safety Net Grant Funding for the same program for at least two years?**

Choices:

* Yes
* No
* N/A

**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, those consistently excluded from access to resources and services vital for thriving, and; those most impacted by the pandemic.

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

Choices:

* Yes
* No
* N/A

**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 applies to you.**

*Character Limit: 5000*

**Advancing Equity\***

Is your work advancing equity, including removing barriers to opportunities, meeting the immediate individual needs of those impacted by inequities, addressing root causes of inequities?

Choices:

* Yes
* No
* N/A

Please note: If you would like to expand on any of your responses to the above three questions, please do so in your response to the “Description of need and request for support” question.

**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*

**Grant Application Attachments**

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

* **Project/program budget** – we will accept your project budget in your own template or you are welcome to use the BCF [project/program budget template](https://brooklinecommunity.org/budget-templates/).
* **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 have already submitted your organization budget to BCF this year through another grant program application, please type "already submitted" below.*
* **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. If you have already submitted your financial statements to BCF this year through another grant program application, please type "already submitted" below.*
* **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.

**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 insights 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*