

Harvard-Allston Public Realm Flexible Fund

Spring 2016 Grant Guidelines and Application

Applications Due: May 2, 2016

**LATE SUBMISSIONS ARE NOT ELIGIBLE FOR
FUNDING**

Information Session: March 28, 2016, 4:00-5:00 p.m., Fiorentino
Community Center, 123 Antwerp Street, Allston, MA

Presentations: May 11, 2016, 5:00-7:00, Location TBD. Date subject to
change.

Inquiries to:

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BACKGROUND

As part of a package of public benefits agreed to in 2013 and memorialized in a Cooperation Agreement with the Boston Redevelopment Authority dated July, 2014, Harvard University will provide \$5,350,000 to projects that contribute to the vision of “*a community transformed by a vibrant public realm of civic and cultural activity; ample open space for passive and active recreation; well-maintained, landscaped streets and parks; and a community enhanced by sustainable goals, thoughtful transportation modes, arts and culture.*”

The Harvard-Allston Public Realm Flexible Fund (HAPRFF) will be managed by an eight-member Executive Committee with input from residents of the neighborhood at large. The Executive Committee is charged with developing an application and review and selection process that ensures transparency, clear evaluation criteria, and annual reporting of grants awarded and outcomes.

The Executive Committee currently includes the following members:

- Gerald Autler, Boston Redevelopment Authority
- Lea Beaulieu, neighborhood resident
- Mark Handley, Harvard University
- Ben Hires, neighborhood resident
- Amy Mahler, City of Boston Mayor’s Office of Neighborhood Services
- Jim Montgomery, neighborhood resident and member, Harvard-Allston Task Force
- Elsa Rojas, neighborhood resident
- John Hanlon, City of Boston Capital Planning

It is the goal of the Boston Redevelopment Authority to work with the Executive Committee and the broader community to identify, review and select projects, in accordance with the procedure outlined below, such that the Fund will be disbursed in full over the term of the Institutional Master Plan, ending on November 21, 2023. It is currently anticipated that there will be two grant cycles every calendar year, one in the spring and one in the fall.

GRANT INFORMATION AND GUIDELINES

The criteria, guidelines, and procedures herein apply to the Spring 2016 grant cycle and may be different for future grant cycles.

Purpose: The purpose of the HAPRFF is to support projects that enhance the public realm and for which public sources of financing may be unavailable or inadequate. Projects may include improvements in public parks and open space, neighborhood beautification, streetscape improvements, public safety projects, and public art, including functional art such as benches or bike racks.

Projects should be of broad public benefit to the Allston-Brighton neighborhood, with particular emphasis on the North Allston/North Brighton area, i.e. the portion(s) of the neighborhood located north of I-90. Applicants will be expected to garner and demonstrate broad community support for their projects as part of the application and review process.

Grant Amounts: Two categories of grants have been defined: small (under \$50,000) and large (over \$50,000).

Allowable Grant Fund Uses: Grants are intended to help implement public realm improvements for which public funding is not available and might not typically be available, or for which public funding is available but insufficient to yield the quality of project desired. Grants are not intended to be used for routine maintenance of public infrastructure such as roads, sidewalks, or parks. However, grant funding could be sought in order to implement a higher standard of public realm or open space infrastructure by supplementing the level of public funding typically available for comparable projects. Public art projects can be interior or exterior works, provided that interior works are in public buildings and sited in an area open to the public. Grants can be used to support capital improvements, programming, temporary installations, and other projects that, in the view of the Executive Committee, meet the broad goals set forth in the Cooperation Agreement.

Applicant Eligibility: Applications are encouraged from public entities and non-profits interested in implementing projects on public property in conjunction with public agencies. Grants will not be awarded to individuals, but funding is available to:

- Public entities.
- Established 501(c)3 non-profit organizations, or organizations with a fiscal sponsor. For exceptional project proposals the Executive Committee may wish to consider recommending funding for an organization or team that differs from this model, e.g. a team that includes a for-profit urban design firm.

Award Criteria: Proposals will be selected based upon the criteria listed below.

Projects MUST:

- Advance the public realm goals described in the Cooperation Agreement and repeated in the first paragraph of this document.
- Achieve one or more of the following goals:
 - Enhance the aesthetic quality and user experience of the public realm
 - Enhance public safety
 - Enhance local business and economic activity, either during implementation or permanently. Whenever possible, applicants should use Allston-Brighton based vendors and/or contractors
 - Improve accessibility and connectivity for non-vehicular modes of transportation
 - Promote community collaboration and civic and cultural growth
 - Showcase unique qualities of the neighborhood
- Be located in the Allston-Brighton neighborhood.
- Be located on public property or on property with public access guaranteed by an easement or other legal instrument, or serve, in the view of the Executive Committee, to meaningfully enhance the public realm (e.g. a mural project on a privately owned building).
- Demonstrate community support.
- Demonstrate that it can be completed in a timely fashion, with preference given to those projects that can be completed within one year, or 2-3 years in the case of particularly large and complex projects requiring larger-than-average grants.
- Demonstrate that grant funding will not be used to pay organization salaries or operating expenses.
- If on public property, have a public agency as a proponent or partner (supporting or managing).
- Demonstrate that the proponent is in sound financial condition with adequate reporting and controls.
- Demonstrate that the proponent has the ability to execute the proposed project or program.

The Executive Committee will look favorably upon projects that ALSO:

- Demonstrate potential for public engagement as a project outcome.
- Demonstrate other sources of funding, particularly when the request is for more than \$50,000.

Other criteria to be considered include:

- Feasibility of the budget.
- Length of time proponent has been involved in local neighborhood activities and track record of proponent implementing similar successful projects.
- Partnerships with other organizations and utilization of community volunteers.
- Project readiness.

APPLICATION, REVIEW, AND GRANT PROCESS

Complete applications must be submitted by 5:00 p.m. on Monday, May 2, 2016 to Gerald Autler, Boston Redevelopment Authority, One City Hall Square, 9th Floor, Boston, MA. Applications should be in an envelope marked “Harvard Public Realm Flexible Fund.” It may be possible to submit applications at a location in Allston-Brighton; please contact Gerald Autler at 617-918-4438 or Gerald.Autler@boston.gov for more information or with any other questions.

Application Process: The applicant should submit 10 hard copies of the application, including the cover sheet contained herein, on 8½ x 11” paper. Supporting materials in other formats, e.g. presentations, larger format drawings, etc. may be requested after the initial review. An electronic (.pdf) version of the application is highly desirable and requested whenever feasible.

The Executive Committee reserves the right to request any additional information at any point.

An information session will be held on March 28 at 4:00 p.m. at the Fiorentino Community Center, 123 Antwerp Street, Allston, to answer questions about the grant program.

All applicants are invited to present their proposal on May 11, 2016 from 5:00-7:00 at a location to be announced. This date is subject to change.

Entities may submit only one application per grant cycle.

Review Process: The Executive Committee is the review body. After the application is received, it will be reviewed by the Executive Committee or a subset thereof for completeness and adherence to program guidelines. Applicants will be notified whether their application is complete or if additional information or corrections are necessary. The organization must meet all subsequent deadlines as specified in writing or the application will be considered withdrawn.

Those applications considered complete will be reviewed by the Executive Committee at one of more public meetings, according to the criteria set forth below. Organizations will be asked to present their proposal at a public meeting of the Executive Committee and may be asked to provide additional supporting materials.

Project Selection: The Executive Committee will vote to recommend or not recommend proposals for approval by the BRA Board. The Executive Committee may also elect to recommend that a proponent resubmit a proposal with specific modifications for further consideration, whether during a future grant cycle or outside the regular cycles. Projects will not be considered definitively approved until a vote of the BRA Board.

Notification: All applicants will be notified of approval or denial after final decisions are made.

Grant Agreement and Payment: Grant Agreement forms will be prepared and mailed to awardees. 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 Executive Committee reserves the right to periodically monitor contract performance and compliance with the terms of the Grant Agreement. The forms must be executed and applicants must meet all reporting requirements before grant funds are disbursed.

The Grant Agreement will set forth conditions under which the grant may be revoked on the basis of non-performance.

Only expenses incurred on or after the date of Grant Agreement approval will qualify as an eligible project expense. Previous expenses incurred are not reimbursable.

Large Grant Awardee Requirements: At the completion of a project for which a large grant is awarded (over \$50,000), a final report and accounting must be submitted to the Executive Committee within 30 calendar days after the project completion date. The report should include a description of the outcomes of the project, copies of receipts and expenses and documentation of donated goods and/or services.

Harvard-Allston Public Realm Flexible Fund

For Allston-Brighton

Application for Funding, Spring 2016

Total Amount Requested \$_____

Applicant Organization Name: _____	
Organization Address: _____	City: _____ Zip: _____
Contact Person: _____	
Title: _____	
Telephone Number: _____	
E-Mail Address: _____	
Is Applicant a 501(C) (3) organization? Yes _____ No _____	
Federal Employer Identification Number: _____	
Executive Director: _____	Phone Number: _____
Email Address: _____	
Board President: _____	Phone Number: _____
Email Address: _____	

Application submission(s) must be authorized and signed by an authorized signatory of the Organization.

Name and title of Authorized Signatory:

Signature of Authorized Signatory:

REQUIRED APPLICATION CONTENTS

Applicant Information

1. Name of entity(ies) applying for funding and name of project.
2. Primary contact person name, phone number, e-mail.
3. Key personnel involved in the project.
4. Any partner organizations/property owners to be involved in project.
5. If applicant is a non-profit organization, provide qualifications and prior history of executing similar projects.

Project Information

1. Briefly describe the proposed project. Include a description of the site with a map and identify all property owners. If the applicant is not the sole property owner, please include letters of support from property owner(s).
2. Describe public benefits of the project with reference to review criteria.
3. Explain why HAPRFF funding is required.
4. Explain if this project/funding would be part of a larger phased project, and if HAPRFF funding would be sought for future phases.
5. Timeline (start date, end date, milestones).
6. Project maintenance requirements, protocols, and sources of funding.
7. Anticipated project sustainability/life span
8. Anticipated regulatory review and necessary permits

Materials

1. Budget, including anticipated total cost and percentage to be funded by the HAPRFF.
2. Other funding sources, if applicable, and amount and status (e.g. funds granted, requested, date when status will be known).
3. Images, renderings, and other relevant information
4. Letters of support