

# Boston College Neighborhood Improvement Fund

## For Brighton and Allston

Spring 2015 Grant Cycle Guidelines and Application

Applications Due: June 15, 2015 5:00 p.m.

**LATE SUBMISSIONS ARE NOT ELIGIBLE FOR  
FUNDING**

Information Session: April 21, 2015 6:00 p.m., Brighton Marine Health  
Center, 77 Warren Street, Brighton, MA 02135

Inquiries to:

Anabela Gomes: [bela@mail.com](mailto:bela@mail.com)

# TABLE OF CONTENTS

|   | <b>Page</b> |
|---|-------------|
| <b>Background</b>                             | 1           |
| <b>Grant Information and Guidelines</b>       | 2           |
| <b>Application, Review, and Grant Process</b> | 4           |
| <b>Application Cover Sheet</b>                | 6           |
| <b>Required Application Contents</b>          | 7           |

## BACKGROUND

As part of a package of public benefits approved in 2013 and memorialized in a Cooperation Agreement with the Boston Redevelopment Authority dated August 7, 2014, Boston College will provide \$2,564,000 to 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, transportation and roadway improvements, public safety projects and public art. Projects should be of broad public benefit to the Allston-Brighton neighborhood, with particular emphasis on the areas of Brighton closest to Boston College (e.g. Lake Street, Foster Street, Cleveland Circle, Commonwealth Avenue, Brighton Center). Applicants will be expected to garner and demonstrate broad community support for their projects as part of the application and review process.

It is the goal of Boston College and the Boston Redevelopment Authority to work with the Boston College Task Force 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 June 30, 2020. It is currently anticipated that there will be two grant cycles every calendar year, one in the spring and one in the fall.

The Boston College Allston-Brighton Task Force will serve as the review body and will also guide the formulation of uniform application procedures and criteria, which may change in the future. Task Force members are all Brighton residents who have been appointed by the Mayor of Boston:

- Jean Woods, Co-Chair
- Anabela Gomes, Co-Chair
- John Bligh
- Donal Carrol
- Nick Foundas
- Rosemarie Hanlon
- Bruce Kline
- Denis Minihane
- Janet Tambascio Fraher
- Angela Tang

## GRANT INFORMATION AND GUIDELINES

The criteria, guidelines, and procedures herein apply to the Spring 2015 grant cycle and may be different for future grant cycles.

Purpose: The purpose of the Boston College Neighborhood Improvement Fund (“NIF”) is to support 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, transportation and roadway 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 areas of Brighton closest to Boston College (e.g. Lake Street, Foster Street, Cleveland Circle, Commonwealth Avenue, Brighton Center). 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 (\$10,000-\$25,000) and large (over \$25,000). Applications for amounts greater than \$100,000 are not encouraged for this initial round of funding.

Allowable Grant Fund Uses: Grants are intended to help implement projects on public property 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.

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:

- Organizations (or teams of organizations) with a mission to serve the Allston-Brighton community
- Established 501(c)3 non-profit organizations, or organizations with a fiscal sponsor. For exceptional project proposals the Task Force 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
- Demonstrate sound financial condition, reporting, and controls
- Demonstrate the ability to execute the proposed project or program

Review Criteria: The review of proposals is based upon the criteria listed below.

Project MUST:

- Provide benefits to Allston-Brighton residents by achieving 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.
- 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.
- NOT be contrary to the teachings and beliefs of the Catholic Church or the culture and traditions of Boston College or the Society of Jesus.
- Demonstrate that grant funding will not be used to pay organization salaries or operating expenses.

The Task Force will look favorably upon projects that ALSO:

- Demonstrate potential for public engagement as a project outcome
- Demonstrate other sources of funding when the proposal in question is for more than \$25,000 from the NIF

Other criteria to be considered:

- 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

**Applications must be submitted by 5:00 p.m. on June 15, 2015 to Boston College Neighborhood Center, 480 Washington Street, Brighton, MA 02135.**

Application Process: The applicant should submit 15 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.

The Boston College Task Force, Boston College, and Boston Redevelopment Authority reserve the right to request any additional information at any point.

A complete application must be delivered to Boston College Neighborhood Center, 480 Washington Street, Brighton, MA 02135 by 5:00 p.m. on June 15, 2015. Applications should be in an envelope marked “Boston College Neighborhood Improvement Fund.”

An information session will be held on April 21, 2015 at 6:00 p.m. at Brighton Marine Health Center, 77 Warren Street, Brighton, MA 02135 to answer questions about the grant program.

Entities may submit only one application per grant cycle.

Review Process: The Boston College Allston-Brighton Task Force is the review body. The Boston Redevelopment Authority and Boston College will jointly select projects to be funded from those recommended by the Task Force.

After the application is received, it will be reviewed by BRA staff, BC staff, and the Task Force 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 Task Force 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 Task Force and may be asked to provide additional supporting materials.

Project Selection: From the recommended proposals, the Authority and Boston College shall select mutually acceptable proposals to be funded; provided, however, in the event of any disagreement with a Task Force recommendation by either Boston College or the Authority, the dissenting party (or parties) shall present the reasons for their position at a public meeting of the Task Force. No proposed project may be funded unless there is a joint determination by the Authority and Boston College that the project merits funding.

Notification: All applicants are notified in writing of approval or denial after final decisions are made by the BRA and BC.

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 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.

Note that 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 NIF grant was awarded (over \$25,000), a final report and accounting must be submitted to the Boston College Allston-Brighton Task Force, to Boston College, and to the BRA 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.

# Boston College Neighborhood Improvement Fund

## For Brighton and Allston

### Application for Funding, Spring 2015

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 Information

### 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 NIF funding is required.
4. Explain if this project/funding would be part of a larger phased project, and if NIF 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

### Materials

1. Budget, including anticipated total cost and percentage to be funded by NIF
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