

**APPLICATION FOR COMMUNITY
BENEFITS**

1350 Boylston Street Project

Fenway Neighborhood

Application Deadline, November 18, 2025

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COMMUNITY BENEFIT FUND APPLICATION

The Boston Redevelopment Authority (“BRA”) Board, now the Boston Planning & Development Agency (“BPDA”), approved the 1350 Boylston Street project on 12/19/13. This resulted in the execution of a cooperation agreement between the BPDA and the proponent resulting in a community benefit contribution for the Fenway neighborhood.

Up to **\$275,000** will be available in this round of funding.

Applicants are required to submit to the BPDA a plan that describes how the applicant will utilize the community benefit funds to address the objectives listed below in a manner that will produce the greatest measurable impact on the community. All awards will be subject to BPDA Board authorization and chosen applicants will be required to enter into a grant agreement with the BPDA.

Applicants are required to submit a detailed budget and comprehensive plan describing their objectives and goals if they are to receive funding.

The BPDA sets forth basic objectives against which the plan and the applicant’s performance under the plan will be evaluated by the BPDA. The applicant must state how they will pursue these objectives.

Objectives:

- **Applicant’s proposal must benefit the Fenway neighborhood.**

PROPOSAL CHECKLIST

Applications Are Due: 11/18/2025 by 5pm

As a final step before submitting your application, use this checklist to ensure that your application is complete.

All organizations applying for community benefit funds must complete and submit *ONE ELECTRONIC COPY* of the following BPDA community benefit fund documents.

- ☐ Completed Application
- ☐ Program Budget
- ☐ Nonprofit Board of Directors Roster
- ☐ Federal Tax Exemption Determination Letter
- ☐ Organization Certificate of Good Standing
(Provided by the Secretary of the Commonwealth's Office)

Or such other documentation that the BPDA may request, if necessary.

Board members must disclose if they, or any immediate family members, are employees of the BPDA and may not participate in the review and/or approval of a grant award.

Proposals must be emailed to the below email address. Incomplete, hand-delivered, or mailed applications will not be accepted.

Completed applications and required attachments must be received no later than **11/18/2025 by 5pm**. No extensions will be granted.

SUBMIT YOUR ELECTRONIC APPLICATION TO:

Elaine Keane

Boston Planning Department

Email: Elaine.Keane@boston.gov

617-918-4484

APPLICATION PROCEDURES

As designated by the BPDA, an applicant for community benefit funding must be a nonprofit corporation operating in Massachusetts and/or an organization that has identified a local nonprofit to act as its fiscal agent.

If an applicant applies for funds using a local nonprofit corporation as its fiscal agent, an agreement must be signed by the authorized signatories for each organization indicating the relationship between the parties with respect to the application for community benefit funds. This agreement must be submitted by the application deadline.

In addition, all funded activities must be eligible and meet the objectives set forth by the BPDA:

- **Applicant's proposal must benefit the Fenway neighborhood.**

Follow the prescribed format for application preparation closely. Present information in the order indicated. Submit all requested information or indicate not applicable ("N/A") where appropriate.

Do not submit materials other than those specifically requested.

If an applicant (a) makes a false statement or misrepresentation in this application to obtain community benefit funding or (b) uses the funds inconsistent with the applied for use, the funds and grant agreement may be in default. The BPDA may declare all or any part of the funds repayable to the BPDA and the contract voided. The applicant may also be barred from applying for future community benefit funding.

Please note that some proposals may require City of Boston or other public agency approvals (Public Improvements Commission, Boston Parks Department, etc.). If an applicant is awarded funding for a proposal requiring public agency approvals, disbursement of funding will be contingent upon such approvals. It is incumbent on the applicant to find out if its proposal requires public agency approvals.

Review committee recommendations for funding will be approved by the BPDA Board. A grant agreement will be executed prior to any disbursement of funds. Recommendations will be based on a variety of factors including specificity and clarity of plan, cost, conformity with the stated objectives, and projected outcomes if funding is awarded.

Successful applicants must provide a written summary of accomplishments, and expenditures, within 90 days after grant completion and submit it to Elaine.Keane@boston.gov. Applicants may be ineligible for future funding if a written summary is not provided in a timely manner.

APPLICATION EXECUTIVE SUMMARY

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: _____

E-Mail Address: _____

Board President: _____

Phone Number: _____

E-Mail Address: _____

- ☐ Organization has received funds from BPDA in the past 12 months
- ☐ Organization has NOT received funds from BPDA in the past 12 months

Applications must be authorized and signed by an authorized signatory of the Organization:

Name and Title of Authorized Signatory:

Signature of Authorized Signatory:

Program Design

- 1) Describe the specific activity or project to be performed with the funds and the goals of the program (1000 words maximum).**
- 2) Describe the expected outcomes expected as a result of the program.**
- 3) List any stakeholders or partners involved in the project.**

Experience

- 1) How long has your organization been performing the specific activity for which you are applying? Describe your organization's experience in providing the service for which funding is requested (1000 words maximum).**

2) If your organization plans to conduct the project in-house, how many staff will work on the project? Describe your agency's specific staff experience in conducting this type of work (1000 words maximum).

3) If your organization plans to hire a contractor to perform some or all of the work, please name the contractor and describe their specific experience that qualifies them for the project.

ACCOMPLISHMENTS

1) Has your organization worked on similar projects before? If so, describe.

BUDGET AND RESOURCES LEVERAGED

1) Include a proposed budget for your program (Using your own budget form).

- 2) Please state the requested amount and include a narrative to explain how these funds will be used to successfully implement the proposed Program Design (1000 words maximum).**