

FORT POINT CHANNEL OPERATIONS BOARD  
Boston, MA  
Grant Announcement  
February 5, 2018

## Fort Point Channel Watersheet Activation Grant Program

### 1. GRANT OPPORTUNITY SUMMARY:

**A. PROPOSALS SOUGHT FOR:** The Fort Point Channel Operations Board (“FPCOB”) requests proposals for the Fort Point Channel Watersheet Activation Grant Program. Projects must include either capital improvements or public programming within or around the Fort Point Channel.

**B. OVERVIEW AND GOALS:** The Grant Program provides financial resources for capital improvements and public programming within and along the Fort Point Channel as envisioned in the City of Boston’s Fort Point Channel Watersheet Activation Plan:

<http://www.bostonplans.org/planning/planning-initiatives/fortpointchannelwatersheetactivationplan>

The Grant Program seeks to provide activation of the Fort Point Channel with various capital improvements and programming throughout the year. Funding for the Grant Program is from the Chapter 91 Waterways Regulations License #11419 for Russia Wharf. The funds are held in escrow by the FPCOB.

**C. ELIGIBLE PROJECTS:** Projects that construct capital improvements within the Fort Point Channel or develop creative water-based programming within and around the edge of the Fort Point Channel for the general public will be considered. These projects can include:

- **Capital Improvements** - Projects that include the construction of new water-based infrastructure that further implements the City of Boston’s Fort Point Channel Watersheet Activation Plan.
- **Public Programming** - Projects that include the development of new public programming that activate the Fort Point Channel including, but not limited to, public events, new public art installations, and public education installations.

Examples of past projects can be found on the Boston Planning and Development Agency’s website at the above link.

**D. ELIGIBLE APPLICANTS:** To be eligible, an organization must be tax-exempt or operate under the fiscal sponsorship of a tax-exempt nonprofit. For-profit organizations may be eligible, at the discretion of the Fort Point Channel Operations Board, if the project constitutes a not-for-profit, public, eligible project.

E. **APPLICATION DEADLINE:** Applications are due **12:00 p.m. on Friday, March 2, 2018.**

F. **FUNDING AVAILABILITY:** The FPCOB expects to award approximately **\$40,000** in total funding for the 2018 Grant Program. The FPCOB reserves the right to award more or less than \$40,000 at their discretion. Applicants can request up to \$40,000 in funding, though smaller amounts are typically awarded.

G. **ANTICIPATED DURATION OF CONTRACT(S):** Contracts are expected to be awarded by **March 31, 2018. Projects must be completed by June 1, 2019 and reimbursement requested by June 15, 2019**

H. **CONTACT INFORMATION:** Richard McGuinness  
Deputy Director for Climate Change &  
Environmental Planning  
Boston Planning & Development Agency  
617.918.4323  
[Richard.McGuinness@Boston.gov](mailto:Richard.McGuinness@Boston.gov)

## 2. PERFORMANCE AND CONTRACT SPECIFICATIONS

A. **ELIGIBLE APPLICANTS:** To be eligible, an organization must be tax-exempt or operate under the fiscal sponsorship of a tax-exempt nonprofit. For-profit organizations may be eligible, at the discretion of the Fort Point Channel Operations Board, if the project constitutes a not-for-profit, public, eligible project. Previous grantees are eligible, but are required to demonstrate increasing financial self-sustainability.

B. **ELIGIBLE PROJECT(S)/SCOPE(S) OF WORK:** Projects must meet all of the following eligibility criteria, as determined by the Fort Point Channel Operations Board:

1. Projects must fall into one of the following categories:
  - **Capital Improvements**
    - Projects that include the construction of new water-based infrastructure that further implements the City of Boston's Fort Point Channel Watersheet Activation Plan, including, without limitation, the following:
      - Public water transportation infrastructure;
      - Public facilities for water-based recreational activities;
      - Floating barges for public art, education, events, and other programs open to the public;
      - Facilities for visiting vessels of historic and cultural importance;
      - And more.
  - **Public Programming**

- Projects that include new public programming and/or events that activate the Fort Point Channel including, without limitation, the following:
  - Public events;
  - New public art installations;
  - Public education installations;
  - And more.

Types of projects not eligible for funds include, but are not limited to:

- Reimbursements or funds for capital improvements or public programming required by Chapter 91 Waterways Licenses.
2. The project must be consistent with the City of Boston’s Fort Point Channel Watersheet Activation Plan.
  3. The project must have the consent of the property owner on which the project is to be located.
  4. The project must have all necessary approvals or demonstrate that all necessary approvals can be secured prior to project commencement.

**C. FUNDING AVAILABILITY:** The FPCOB expects to award approximately **\$40,000** in total funding for the 2018 Grant Program. The FPCOB reserves the right to award more or less than \$40,000 at their discretion. Applicants can request up to \$40,000 in funding, though smaller amounts are typically awarded.

**D. PROJECT TERMS:** A final award is subject to successful negotiation of a final scope of services. Please note that the Fort Point Channel Operations Board does not guarantee that any contracts may result from this RFP or that any particular funding level will be awarded. It is anticipated that projects could commence immediately upon award announcement.

Awardees that do not meet the deadlines and conditions of the program will not be eligible for reimbursement.

**E. ANTICIPATED DURATION OF CONTRACTS:** Projects must be completed in their entirety by June 1, 2019 and reimbursement requested by June 15, 2019, unless granted a project extension from the FPCOB. Any awardee that does not meet the deadlines and conditions of the program will not be eligible for reimbursement.

**F. DELIVERABLES, OWNERSHIP, AND CREDIT DUE:** Resulting products, including public art, shall be private property, but used publicly during the length of the installation or event. In promoting and advertising, and when possible while on display, awardees shall include the following credit language, including beyond the grant timeframe: “This project was supported by a grant from the Fort Point Channel Operations Board with funds from the Chapter 91 Waterways Regulations License #11419 for Russia Wharf,

now Atlantic Wharf. The Fort Point Channel Operations Board is made up of representatives from the City of Boston, the Executive Office of Energy and Environmental Affairs, and the Fort Point Channel Abutters Group, who oversee the implementation of public benefits required from private development along the Fort Point Channel.” When requesting reimbursement, grantees must provide a narrative summary (with photos, if possible) of their project and metrics (e.g. number of attendees, social media traffic), if available.

**H. INVOICING:** The payment procedure for projects is typically reimbursement for costs incurred for the project during the project period. Partial upfront payments can be requested in the grant application. Such upfront payments are at the discretion of the FPCOB and should be requested at the earliest opportunity. If a project’s budget deviates from the approved proposal, the FPCOB reserves the right to reject any reimbursement request unless the changes are approved prior to expenditure.

### 3. INSTRUCTIONS FOR APPLICATION SUBMISSION

**A. EVALUATION CRITERIA:** Applicants must submit a completed application that includes all of the required supporting materials, agree to the program conditions, and meet the eligibility requirements in order to be considered for a grant award. The Fort Point Channel Operations Board will evaluate all proposals based on criteria listed below. The FPCOB reserves the right to reject any or all proposals.

Proposals will be evaluated based on the following criteria:

#### 1. Project Description

- Does the project meet all of the eligibility criteria?
  - Is the project an eligible capital or programming project?
  - Is the project consistent with the City of Boston’s Fort Point Channel Watersheet Activation Plan?
  - Does the applicant have the consent of the property owner on which the project will be located (if applicable)?
  - Does the project have all necessary approvals, or demonstrate that all necessary approvals can be secured prior to project commencement?

#### 2. Project Approach

- Are project goals and public benefits defined?
- Does the proposal demonstrate that the project will result in tangible short- and/or long-term public benefits?
- What is the duration and/or frequency of the project?
- Does the project promote the public’s use of the watersheet or waterfront 24/7, at nights, and/or during the shoulder and off-seasons (e.g. winter)?
- Are the goals realistic and achievable within the time frame of the grant?
- Does the project complement current programs and efforts in and around the Fort Point Channel?
- Does the project reach a large, diverse audience? Does it attract pedestrian traffic to the Fort Point Channel? Will it attract repeat visitors/users?

- How will the success of the project be measured?
3. **Project Budget**
    - Is the proposed approach cost effective?
    - Is the budget reasonable?
    - Does the project have outside matching funds? Does the project leverage outside funding?
  4. **Project Viability**
    - If the project does not have all necessary permits, is the project likely to receive all necessary permits?
    - Is the timeline reasonable for the work proposed?
    - Has the proponent identified and demonstrated the support of appropriate partners?
    - Has the applicant included an operation and maintenance plan and made a strong commitment to long-term operation and maintenance of the structure?
  5. **Applicant Strength**
    - Is the applicant qualified to manage the project?
  6. **Quality and Responsiveness of Proposal**
    - Is the application complete and well-organized?
    - Have all requested materials been submitted?
  7. **Organizational/Financial Sustainability (If Applicable)<sup>1</sup>**
    - Has the applicant provided evidence of or demonstrated increasing financial self-sustainability (i.e. is the applicant growing less reliant on grant funds for repeat/regular programming)?

**B. APPLICATION SUBMISSION INSTRUCTIONS:** Submit one (1) original proposal with appropriate signatures, six (6) double-sided copies of the proposal on recycled paper, and one (1) electronic file to:

Richard McGuinness  
 Deputy Director for Climate Change & Environmental Planning  
 Boston Planning & Development Agency  
 1 City Hall Square  
 Boston, MA 02201  
[Richard.McGuinness@Boston.gov](mailto:Richard.McGuinness@Boston.gov)

When submitting applications, please minimize/eliminate the use of non-recyclable materials such as plastic or vinyl binders, folders, and covers.

The attached grant application must be complete, including the attached application and required supporting materials listed in the application, and must be received by the proposal deadline.

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<sup>1</sup> This criterion applies only to previous grantees.

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APPLICATION

Project Title:

Name of Applicant:

Contact Information

Name:

Department:

Phone:

Fax:

Email:

Address:

Amount Requested:

Total Project Cost:

Project Summary (briefly describe the proposed project):

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## APPLICATION

The application must contain clear and concise narrative responses (and supporting graphics, maps, or tables as necessary) to each of the following sections. Note that the last section calls for supporting documentation.

- 1) **Project Description:** Describe the project in detail, including how the project complies with the eligibility criteria. Provide a context map, site plan, sketches, detailed drawings, renderings, photos, and 3D models as appropriate. Discuss how the project is consistent with the Fort Point Channel Watersheet Activation Plan. If applicable, provide a letter of consent from the property owner on which the project will be located. Provide detailed information regarding the permits that will be necessary for the project to be implemented, and whether the permits have been secured. If the permits have not been secured, provide an estimated timeline for permitting. If the project includes programming, explain how the project provides new public programming along the channel. If the project includes a series of events or workshops, provide detailed information regarding the number of events, duration of the series, hours of operation, etc.
- 2) **Project Approach:** Explain the goals and objectives of the proposed project, and how the project will benefit the public. Clearly describe the specific tasks to be completed (i.e., scope of work) along with an estimated project timeline. Describe how the project compliments other activation efforts around the Fort Point Channel, any short-term or long-term benefits, the duration and/or frequency of the project, and how the project will reach a diverse audience. If you have been previously awarded a grant from the Fort Point Channel Operations Board, describe how the current proposal differs from and builds upon the previous project. Describe in detail the intended audience/user and how the project will be marketed to the public to reach a large, diverse audience. Provide a marketing/public outreach strategy that includes social media.
- 3) **Project Budget:** Explain the proposed budget in detail (grant funds requested, total project cost, and other project funds). Include an estimated cost associated with each task and how each task will be funded, indicating which costs will be funded by this grant. Indicate whether you are applying to any additional funding sources to support this or related projects. If yes, please identify the funding sources as well as the anticipated funding cycle/time-line.
- 4) **Project Partners:** Describe the level of support and coordination for the project. Provide letters of support from all organizations identified in the project proposal as participating in the project. Provide detailed information regarding short-term and/or long-term maintenance of the project.

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### APPLICATION

- 5) **Qualifications:** Identify staff that will work on the project and their qualifications. Describe similar past projects completed by the project team. If a previous grantee, provide evidence of increasing financial self-sustainability.
  
- 6) **Supporting Materials:** Attach a statement from the authorized signatory of the organization acknowledging and accepting that the project will be completed by June 1, 2019, in order to receive the grant reimbursement. (At the discretion of the Fort Point Channel Operations Board, the project completion date can be extended.)