



CAMBRIDGE REDEVELOPMENT AUTHORITY

[HOME](#)

[ABOUT](#)

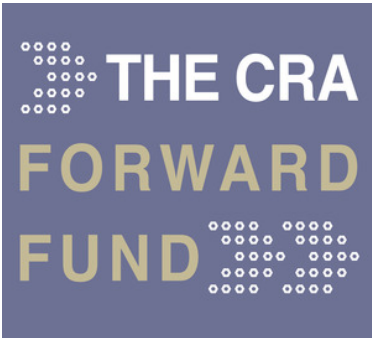
[MEETINGS](#)

[PROJECTS](#)

[RESOURCES](#)

THE CRA FORWARD FUND 2016

[To read more about Forward Fund 2015 click here.](#)



PURPOSE AND GOALS

The Cambridge Redevelopment Authority’s Forward Fund (the Fund) is a micro-grant program intended to **reinvest** development funds generated in the Kendall Square Urban Renewal Area to fund pilot projects by non-profit organizations, community groups, and small businesses across the City of Cambridge. The Fund supports specific **physical improvement projects** that better Cambridge’s built environment for the benefit of all the city’s residents, workers, and visitors.

The Fund's goals are to:

- Advance the CRA’s mission to implement creative initiatives that promote social equity and a balanced economic system.
- Support innovative proposals that craft resourceful projects to take advantage of local knowledge in order to maximize potential benefits.
- Offer awards to a diverse set of entities whose proposals are both feasible and supportive of economic vitality, livability, and sustainability in Cambridge.

AVAILABLE FUNDING

The CRA will distribute up to \$80,000 for 2016. The CRA reserves the right to allocate funding flexibly depending on the quality of applications received.

THREE AWARD TYPES

Applicants may apply for one of three award types. The award categories are:

Planning & Design grants

Maximum Value: \$5,000

Awards offered to applicants aiming to assess/study the feasibility of a specific proposed physical intervention project. Planning & Design grants are paid at the time of award. Funds are not to be used for programming, only for the development of ideas for a specific physical improvement project. Funds in this category are *not* required to be matched by a third party.

Innovation/Experimentation Capital grants

Maximum Value: \$10,000

Awards offered to applicants piloting innovative specific physical improvement projects. This grant targets projects that encourage, enable, or execute a physical innovation, “avant garde” placemaking, or tactical urbanism in public and civic space, whether publically or privately owned.

Innovation Capital Grants require a 1:1 organizational match - which could include another outside funding source or in-kind/volunteer matching resource^[1]. Innovation Capital Grants are to be paid 50% at the time of award, and 50% at the completion of the project. Funds are to be primarily for specific physical improvements, but up to 5% may be used for associated programming.

Infrastructure Capital grants

Maximum Value: \$10,000

Awards offered to applicants seeking to fund a physical improvement project that serves a civic or neighborhood need regardless of innovativeness. This may include a neighborhood project in the public right of way, or it may be an infrastructure project for a non-profit or a Cambridge-based independent small business with a civic mission that touches a significant amount of the population. Projects involving private property will need to specifically demonstrate the “publicness” or civic value of the investment. If the proposal is for the grant to be part of a much larger project, it will need to

demonstrate that the CRA investment is filling a substantial and critically necessary gap in the viability of that project and show specifically how that money will be used.

Infrastructure Capital Grants require a 1:1 organizational match - which could include another outside funding source or in-kind/volunteer matching resource[1]. Infrastructure Capital Grants are to be paid 50% at the time of award, and 50% at the completion of the project. Funds are to be primarily for specific physical improvements, but up to 5% may be used for associated programming.

WHO SHOULD APPLY

The Fund is intended to use resources generated in Cambridge, combined with talent and organizational capacity within Cambridge, to ultimately benefit the city in new and imaginative ways. In this pilot phase eligibility is intentionally left open to any Cambridge-based nonprofit (501c3) organization, Cambridge-based nonprofit organization that has an agreement with a (501c3) fiscal sponsor, or a Cambridge-based independent small business. It is anticipated the applicants may include neighborhood groups, human services organizations, independent restaurants, retailers, inventors, artists, entrepreneurs, civic organizations, and more.

WHAT TYPES OF PROJECTS WE EXPECT

In the spirit of our first operating principle – *Act* – the CRA Forward Fund is intended to use redevelopment tools imaginatively to take action by piloting innovative projects throughout the City. Ultimately the audience for these projects is all Cambridge residents, workers, and visitors. There is no theme or required topic that projects must focus on during this inaugural phase. By keeping the Fund as open-ended as possible we hope inspire and touch more people, get more tangibly accomplished, build the civic and social capital of the City, and ultimately *advance the future of Cambridge forward, faster*.

While we are not specifying a theme or topic for the projects, the following are some suggested themes to prompt creative ideas and conversation. Think about how the following concepts relate to the physical urban landscape and/or tackle an existing problem or need in the urban landscape: Invention, reflection, exploration, history, discovery, fun, mystery, welcome, commentary, delight, legibility, explanation, grace, industrial design.

ELIGIBILITY CRITERIA

Projects must meet all of the following yes/no criteria in order to be eligible:

1. Located within Cambridge and is either fully publically accessible on public or private property, or

is part of an institution with a civic/social/neighborhood mission that is open to and serves the community in the broadest possible sense.

2. Achieves a physical improvement that does not require any additional ongoing funding from the CRA or the City to operate or maintain. Funds are not to be used for programming, only physical improvements.
 3. Request does not exceed award maximums.
 4. Applicant is a Cambridge-based nonprofit organization (501c3), a Cambridge-based organization that has an agreement with a (501c3) fiscal sponsor, or is a Cambridge-based independent small business[3]. No public sector applicants are allowed.
 5. The applicant must have control over the proposed project site, or have a letter of support from the property owner if applying for a capital grant. Proposed projects on CRA or City land will also be entertained.
-

EVALUATION CRITERIA

Project proposals will be evaluated and scored based on the following criteria by an advisory group to consist of a combination of CRA staff and City of Cambridge staff from various departments:

Project Related Scoring Criteria:

1. Alignment with the purpose and goals of the Fund and the CRA mission and operating principles
2. Increase the quality of the built environment / public realm, tackle a public need, or provide an amenity
3. Demonstrates a tangible public benefit in an under-resourced area of Cambridge designated by the City of Cambridge [Neighborhood Revitalization Strategy Areas](#)
4. Alignment with and support of current Cambridge planning and development efforts and regulations[4]
5. Level of public access and visibility of the project

Applicant Related Scoring Criteria:

1. Demonstrated capacity of applicant to successfully implement the project
2. Realistic financial feasibility of the project
3. Financial need of applicant

The CRA reserves the right to apply additional evaluation criteria before accepting projects.

PROCEDURE

Application and Awarding of Funds

I. Planning & Design Grants (max \$5,000)

- Submit online application form and attachment
- Forward Fund advisory group assesses proposals
- Finalists meet with CRA staff
- Applicants and awardees are notified
- Awards are issued in full
- Outcome reporting due within two months of completion date or by January 15, 2017 whichever is sooner

II. Capital Grants (max \$10,000)

- Submit online application form and attachment
- Forward Fund advisory group assesses proposals
- Finalists meet with CRA staff
- Applicants and awardees are notified
- Applicants seek and obtain permits necessary for project implementation, submit finalized budget proposals
- Provisional 50% awards are granted to awardees who have successfully obtained the necessary permits and documentation of matching funds and/or services
- Final 50% of funds are granted after completion of the project
- Outcome reporting within two months of completion date or by January 15, 2017 whichever is sooner

Outcomes

As the CRA seeks to continuously improve and expand our program offerings, we hope to understand and document our impact in the Cambridge community.

- Awardees need to document the impact of the final project with any combination of photos, a 1-2 page written narrative, a video, or other creative mediums.
- Within two months of project completion but no later than January 15, 2017, awardees are asked to submit these materials regarding their project's impact for the community.
- Quantitative data is encouraged if relevant and available (i.e.: number of people visiting the site, number of people attending an event, associated matching or fundraising, economic impact, etc).

Governance Structure

A CRA staff member responsible for receiving applications and responding to questions regarding the application process will manage the Forward Fund on a day-to-day basis. An advisory group consisting of CRA and City of Cambridge staff from various departments will be appointed to evaluate proposals

and determine winners. The advisory group consists of the following members:

Chris Basler, Economic Development (Community Development Department)

Gary Chan, Community Planning (Community Development Department)

Jason Zogg, Cambridge Redevelopment Authority

Kathy Watkins, Department of Public Works

Lillian Hsu, Cambridge Arts Council

Martha Flynn, Inspectional Services Department

Martha Tai, Cambridge Housing Authority

Nancy Tauber, Kids Council (Human Services Department)

Paul Ryder, Recreation (Human Services Department)

Submission Deadline

Grant applications are due **Friday, March 11 2016**, with funding approvals announced by Friday, April 1, 2016.

Submission Format

Digital submissions using the online application are required. Please click the button below to start your application. Applications can be worked on and saved and then returned to later if necessary before submitting the final version.

[SUBMIT AN APPLICATION](#)

QUESTIONS

Please see our [FAQ page](#). All interested parties with questions not answered there are encouraged to contact the CRA.

Contact: Jason Zogg, *Program Manager*

E-mail: ForwardFund@CambridgeRedevelopment.org

Telephone: 617-492-6800 x12

CRA Mission:

The Cambridge Redevelopment Authority (CRA) is committed to implementing imaginative, creative development that achieves social equity and environmental sustainability. Our goal is to work in the public interest to facilitate infrastructure investments and development projects that integrate commercial, housing, civic and open space uses. We are a public real estate entity with a unique set of redevelopment tools, working in close partnership with the City of Cambridge and other organizations.

CRA Operating Principles:

1. Act
2. Operate with transparency
3. Maximize the public benefit
4. Operate with fiscal responsibility
5. Set an example

Learn more about the CRA's [mission and history](#) and its [2014 Strategic Plan](#).

Termination

The Cambridge Redevelopment Authority reserves the right to terminate the distribution of awards if it is determined that the funds are not, without prior notification and approval, being used for the purpose approved through the project application.

[1] For example, due to the required 1:1 match if the ask is \$10k, the total project *value* is expected to be \$20,000 and above, if the ask is \$7k, the total project *value* is expected to be \$14k and above, etc. In-kind matches such as pro-bono work by an architecture firm for example must have a letter that specifies a statement of value of those in-kind matching services.

[2] If an organization is *not* a 501c3 it must have an agreement with a 501c3 fiscal sponsor that will act as the fiduciary for the purposes of disbursing CRA funds

[3] If an organization is *not* a 501c3 it must have an agreement with a 501c3 fiscal sponsor that will act as the fiduciary for the purposes of disbursing CRA funds

[4] Cambridge planning and redevelopment efforts can be found on the Community Development Department website under "Planning & Urban Design,"

"Transportation," "Climate & Energy," and "Parks & Playgrounds" <http://www.cambridgema.gov/CDD.aspx>

to implementing imaginative, creative initiatives to achieve social equity and a balanced economic ecosystem. We work in the public trust to bring a human dimension to development improving the quality of life for residents, businesses, employees, and visitors. Our goal is to balance economic vibrancy, housing, and open space... [Learn more.](#)



**REDEVELOPMENT
AUTHORITY**

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The Cambridge Redevelopment Authority's Forward Fund is a microgrant program intended to reinvest development funds generated in Kendall Square to fund pilot projects by non-profit organizations, community groups, and small businesses *across the City of Cambridge*. The Fund supports physical improvement projects that better Cambridge's built environment for the benefit of the city's residents and small businesses.

[Learn more on our website.](#)

Please note that this online application will not *automatically* save your work. You can save your progress and resume later by checking the box at the top of this page. The CRA reserves the right to disqualify applications that are not substantially complete or have not answered all questions.

Please [contact us](#) if you have questions!

ALL APPLICATIONS ARE DUE BY 11:59PM ON FRIDAY March 11, 2016

Group Information

Group or Organization Name *

Project Name *

Project Location (place and/or address) *

Zip Code *

Applicant or Fiscal Sponsor

Organization EIN/Tax ID Number *

Fiscal Sponsor Organization [if applicable only for organizations that are not a 501(c)3]

Tip: If an organization is not a 501c3 it must have an agreement with a 501c3 fiscal sponsor that will act as the fiduciary for the purposes of disbursing CRA funds. This fiscal sponsor should be listed here. Leave blank if this does not apply to your organization.

Name

Sponsor Phone

Sponsor Email

Project Contact Person Information

Tip: This person will be the main contact person for the CRA to email during the application process and may continue to be the project manager if selected.

First Name *

Last Name *

Primary Email *

Primary Phone *

Contact Person Mailing Address *

Zip Code *

Grant Request

Tip: Read the descriptions of each type of grant on our website before selecting the grant type that fits your project best. If you are not sure, please contact us at forwardfund@cambridgeredevelopment.org

Award Type Requested *

- Planning & Design Grant (max \$5,000)
- Innovation/Experimentation Capital Grant (max \$10,000)
- Infrastructure Capital Grant (max \$10,000)

Dollar Amount Requested *

Next Page

GROUP INFORMATION & ELIGIBILITY – Page 2 of 3

Group Information

In what neighborhood(s) does your group typically work? *

In what year was your group formed? *

Is this the group's first major project of this kind? *

Yes No

If your group has a website, what is the URL?

If your group has a Facebook page, what is the URL?

If your group has some other web presence (blog, Twitter, etc.) what is the URL?

Additional Group Details

Briefly describe your group's purpose/mission, history, and accomplishments (no more than two brief paragraphs). *

Eligibility Requirements

Tip: The yes/no questions must answered yes to be eligible to submit an application.

Is the project located in Cambridge, MA? *

- Yes
- No

The proposed project is either fully publically accessible on public or private property, or is part of an institution with a civic/social/neighborhood mission that is open to and serves the community in the broadest possible sense. *

- Yes
- No

Does the project consist of a physical improvement that does not require additional ongoing funding from the CRA or the City to operate or maintain? *

- Yes
- No

Are the funds requested within the maximum allotments? *

- Yes
- No

If applying for a capital grant, funds are to be used primarily for specific physical improvements, no more than 5% may be used for associated programming. *

- Yes
- No

Is your group one of the following? *

- A Cambridge-based non-profit organization 501(c)3
- A Cambridge-based organization that has a contract with a 501(c)3 fiscal sponsor
- A Cambridge-based independent small business

Please upload a file showing proof of non-profit status, fiscal sponsorship agreement or small business status

Choose File no file selected

Site Control *

- The applicant organization has control over the proposed installation site, or has a letter of support from the property owner.
- The applicant is suggesting usage of City of Cambridge property for the proposed project, has communicated with a relevant City department and can demonstrate a letter or email of interest/support from a staff member.
- The applicant is suggesting usage of CRA property for this project.

Please upload any documentation supporting the site control question above. *[Note: This is required for capital grants and preferred if applicable for planning & design grants.]*

Choose File no file selected

Evaluation and Scoring Criteria

This checkbox is required to be checked to move forward *

- The applicant has viewed and is aware of the CRA's Evaluation and Scoring Criteria listed on the Forward Fund website at www.cambridgeredevelopment.org and that decisions will be made by the Forward Fund advisory group as described on the website.

Previous Page

Next Page

Project Narrative

Briefly describe your project (~250 words). *

Please identify at least two ways that your project would provide a public benefit. *

What evidence can you present to demonstrate the capacity of your project team to implement the proposed intervention? *

Budget

Please upload a detailed budget for the grant amount requested indicating expense items and their cost. *[Tip: If Forward Fund money is only a small part of a much larger project with many funding sources, please be very clear exactly what the Forward Fund money will do specifically and why it is imperative to the success of the project.]* *

Choose File no file selected

Describe the proposed sources of your organizational match.

[Note: this is required for capital grants.] *

Describe any other supplemental sources of funding you will use in implementing your project.

Project Work Plan & Timeline

Please upload a detailed work plan and timeline for your project implementation, including key tasks and their respective completion dates. *

Choose File no file selected

Please upload a project milestone schedule *

Choose File no file selected

Project Completion and Outcome Reporting

All three questions are required to be checked to move forward *

- If awarded our group agrees to complete the project by December 31, 2016. Note that awards are anticipated to be announced by the CRA the week of April 1, 2016.
- If awarded our group agrees to submit documentation of the impact of the final project as required by the CRA within two months of project completion or no later than January 15, 2017 whichever is sooner.
- If awarded, our group agrees to directly acknowledge the CRA as a funding source for the project.

Supplemental Materials

Applicants may upload up to 5 supporting documents. These may include but are not limited to: maps, photographs, site plans, renderings, or other art work. PDF format is encouraged, if you need to submit website links, these can be submitted in the PDF document.

Choose File no file selected

[Upload another file](#)

Previous Page

Submit