



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 *

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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? *

Please select... ▾

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.

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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](#)

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Submit