

Group or Organization Name *

Project Name *

Project Location (place and/or address) *

Zip Code *

Applicant or Fiscal Sponsor

Organization EIN/Tax ID Number *

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 *

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

Tip: If an organization is not a 501c3 or you are applying as an individual, you 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.

Fiscal Sponsor Name

Sponsor Phone

Sponsor Email

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 *

- ☐ Civic Experimentation Capital Grant (max \$25,000)
- ☐ Community Infrastructure Capital Grant (max \$25,000)

Dollar Amount Requested *

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

Is your group one of the following? *

- ☐ A Cambridge-based non-profit organization 501(c)3
- ☐ An organization that has an agreement with a 501(c)3 fiscal sponsor
- ☐ An individual that has a letter of support and an agreement 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

No file chosen

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 all capital grants.]*

No file chosen

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.

Briefly describe your project (~250 words). *

Please identify at least two or more ways that your project would provide a public benefit. Projects involving private property will need to specifically demonstrate the "publicness" or civic value of the investment here. *

Civic Experimentation Capital Grants: This type of grant is intended to tap into Cambridge's inherent ingenuity and innovative spirit, and express that physically in the urban landscape. Please describe the innovativeness of your proposal. *

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 viability of the project.]* *

Choose File No file chosen

Describe the proposed sources of your 1:1 organizational match. *[Note: this is required for all 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 chosen

Please upload a project milestone schedule *

Choose File No file chosen

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 no later than **one year to the day of award being granted**. Note that awards are anticipated to be announced by the CRA the week of **April 14, 2017**.
- ☐ 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 February 14, 2018** 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 artwork. PDF format is encouraged, if you need to submit website links, these can be submitted in the PDF document.

Choose File

No file chosen

[Upload another file](#)