

APPENDIX 1: Community Empowerment & Reinvestment Grant

Application Template Fiscal Years 2024-2026

This template is provided to assist applicants in preparing responses. All applications must be submitted via the Submittable platform by 5pm on September 15, 2023.

Project Identification

- Lead Organization Name*
- Project Name*
- Project City or Town* (Dropdown Menu)
- Project Neighborhood (If Applicable)

1. Applicant Information

- Is the lead organization a municipality, nonprofit, or other government organization? *
 - Municipality
 - Nonprofit
 - Other (Specify)
- Lead Organization EIN
- Lead Organization's Legal Address *
- CEO Name*
- CEO Title*
- CEO Email*
- CEO Phone*
- Would you like to include a project contact in addition to the lead organization's CEO? *
 - Yes
 - Project Contact Name
 - Project Contact Title
 - Project Contact Email
 - Project Contact Phone
 - No

Lead Organization Information

- Organization Description – Outline the lead organization's mission, history, and goals.* (Limit: 250 words)
- Indicate any applicable certifications and/or classifications for this organization:
 - Women Business Enterprise or Women Nonprofit Organization
 - Minority Business Enterprise or Minority Nonprofit Organization
 - Veteran Business Enterprise
 - LGBTQ Business Enterprise
 - Disability-Owned Business Enterprise
- Does this organization's leadership (directors, program managers, etc) identify as formerly incarcerated and/or criminal justice system impacted? (Yes/No)
- Does the lead organization use a fiscal sponsor to manage their finances?* (Yes/No)

- *Please note that grantees must have valid nonprofit or government status, and be capable of contracting with the Commonwealth on their own, as well as receiving payments directly. Organizations which use a fiscal sponsor due to lack of nonprofit status are not eligible to be the lead applicant. We recommend interested applicants without nonprofit status work with partners in their coalition to select a lead applicant who already has nonprofit or government status.*

Grant Proposal Summary Information

- Grant Amount Requested (Annual)*
 - *Grant awards will be level for FY2024, FY2025, and FY2026, contingent upon annual state budget appropriations and grantee performance.*
- Total Project Budget (Annual)*
- Total Project Budget (FY2024, FY2025, and FY2026 combined)*
- Project Abstract – Provide a brief description of the proposed project. * (Limit: 250 words)
- Project Category (Select the category that best describes the primary focus of the project)*
 - Workforce Development (Job Training, Job Creation/Placement, Transitional Employment, Pre-Apprenticeship, etc.)
 - Small Business Development (Cooperatives, Small Business Support, Social Enterprise, etc.)
 - Housing (Housing Stabilization Services, etc.)
 - Community Health (Addiction Treatment, Trauma Informed Mental Health Care, etc.)
 - High School Dropout Prevention (School or Community Based Prevention/Reengagement.)
 - Community Organizing and Leadership Development
- Project Site: Will the project be carried out at the organization's legal address above? (That is, will most of the staff time funded by the project take place at that address?)
 - Yes
 - No
 - Is the primary project site a jail, House of Correction, prison or reentry center?
 - Yes – Specify the name of the jail, House of Correction, prison or center.
 - No - Specify the primary project site address. This should match the City or Town selected at the top of the application.

2. Proposal Narrative

Community Profile & Project Goals

- A. Describe the neighborhood, economic, and social context in which this project operates. What issue and/or circumstances led to the project? * (Limit: 500 words)

Community Collaboration and Partnerships

- B. For each of the organizations and/or community groups in the community partnership or coalition that will carry this project out:
- Name the partner organization or group.
 - Specify what type of organization they are. Field options are: Nonprofit, For-Profit Business, Government, Community Group. Please choose the category that best represents the partner and do not use any other terms.
 - Briefly summarize the role of each partner in the project. Be sure to specify which partners are providing financial, coordination, and/or staff support for this project. If a partner will only take part for some and not all grant years, specify which fiscal years they will participate.

If your partnership or coalition has more than 15 member organizations, prioritize listing those which would receive sub-grants under this program.

	Partner Name	Partner Organization Type (Nonprofit, For-Profit, Government, Community Group)	Partner Role
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- C. What makes this coalition or group innovative and/or effective in executing this project? Have these partners worked together before?* (Limit: 250 words)

Target Population

- D. Describe the target community (or neighborhood) to be served by this project. Has the target community been disproportionately impacted by the criminal justice system, socially and economically disadvantaged, and/or historically underrepresented? Identify what makes them impacted, disadvantaged and/or underrepresented and describe how the community experiences that impact.* (Limit: 500 words)

- E. People served. Provide numeric projections for the number of people served by different program activities during the three year grant period.
- If your project would not provide that service, write 0.
 - These categories of services are drawn from the project category selection above in Section 1, so be sure to select the category that is most closely matched with your project's actual outputs.

[Logic based follow up questions based on Project Type above]

- Workforce Development (Job Training, Job Creation/Placement, Transitional Employment, Pre-Apprenticeship, etc.):
 - How many people would receive job training under this project?
 - How many people would be placed in transitional employment?
 - How many people would be placed in permanent jobs?
 - Other quantitative workforce development metrics: (limit 250 characters)
- Small Business Development (Cooperatives, Small Business Support, Social Enterprise, etc.)
 - How many current or prospective small businesses would be supported under this project?
 - How many new social enterprise participants would be employed under this project?
 - How many current or prospective cooperative owners would be supported?
 - Other quantitative small business development metrics: (limit 250 characters)
- Housing (Housing Stabilization Services, etc.)
 - How many people would receive housing stabilization services under this grant?
 - Other quantitative housing stabilization metrics: (limit 250 characters)
- Community Health (Addiction Treatment, Trauma Informed Mental Health Care, etc.)
 - How many people would receive healthcare directly funded by this grant?
 - How many people would be connected with community health services under this grant?
 - Other quantitative community health metrics: (limit 250 characters)
- High School Dropout Prevention (School or Community Based Prevention/Reengagement.)
 - How many people would be enrolled in dropout prevention or reengagement services under this grant?
 - Other quantitative dropout prevention/reengagement metrics: (limit 250 characters)
- Community Organizing and Leadership Development
 - How many people would undergo training under this grant?
 - How many people would learn new or develop existing leadership skills under this grant?
 - How many people would be newly matched with mentors, sponsors, or take part in other deliberate relationship-building activities under this grant?
 - Other quantitative community organizing and leadership development metrics: (limit 250 characters)

- F. How does this project relate to the criminal justice system? Select all that apply. *

- This project directly serves people who are currently or have been involved in the criminal justice system.
- This project works directly with families and/or immediate social circles of people who are or have been criminal justice involved.
- This project works on research related to criminal justice and/or policy.
- This project aims to prevent criminal justice system involvement in people who have not yet been arrested or incarcerated.
- This project is not connected to the criminal justice system.

[Logic based follow up questions]

If this project directly serves people who are currently or have been involved in the criminal justice system:

F2. How many previously or currently justice-involved people will be served by this project during the 3 year grant period?

If this project works directly with families and/or immediate social circles of people who are or have been criminal justice involved:

F3. How many families and/or immediate social contacts of people who are or have been criminal justice involved will be served by this project during the 3 year grant period?

If this project works on research related to criminal justice and/or policy:

F4. How many people would be impacted by the research findings developed by and/or policy changes proposed in this project?

F4A. Explain how you arrived at this response. (limit 300 words)

If this project aims to prevent criminal justice system involvement in people who have not yet been arrested or incarcerated:

F5. How many people will this project prevent from new criminal justice system involvement during the 3 year grant period?

Anticipated Impact – Project Plan

G. In the table below, list specific services or interventions, outputs and outcomes of the project over the course of the FY2024, FY2025 and FY2026 fiscal years. **Provide at least 3 outputs and outcomes.** Be sure to fill in each row entirely and to make all metrics S.M.A.R.T. (specific, measurable, achievable, relevant, and time-bound). Not familiar with SMART goals? [Read more here.](#)*

	Target Participants	Interventions / Service Description	Project Output	Project Outcome
	<i>Sample: Court-involved out-of-school youth ages 16-22 who live in Neighborville</i>	<i>Sample: 6-week career exploration and mentorship program</i>	<i>Sample: 200 youth will complete the career exploration program and be paired with mentors in a field of their choice</i>	<i>Sample: Out-of-school youth employment in Neighborville will increase by 10% over five years</i>

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H. What would this project create or change, both for the individuals closest to the project and for the whole community it takes place in? Describe how the outcomes above relate to the context and circumstances described in Question A.* (Limit: 500 words)

I. Program Evaluation & Evidence Basis:

Please select all that apply:

- The project or program this application seeks to fund has undergone a program evaluation in the last 5 years.
- The program or project this application seeks to fund will undergo a program evaluation during the grant period, if awarded.
- The program or project this application seeks to fund is based on an empirically validated (evidence based) model.
- None of the above.

[If past program evaluation] I1. Briefly summarize the findings of the program evaluation, when it was conducted and who conducted it, and if any changes to the program model have been made since the evaluation took place. (Limit 250 words)

[If program evaluation during grant period] I2. Describe what steps have been taken to plan or prepare for a program evaluation. (Limit 250 words)

[If program is based on an empirically validated model] I3. Describe the empirically validated model that your project or program is based on, including any differences between your program/project design and the model. Provide links and/or uploads to evaluations or research about the model that demonstrate its effectiveness. (Limit 500 words)

J. What role did members of the target population play in identifying these opportunities? Describe how those most impacted by the circumstances described in Question A and other stakeholders worked together to develop this project.* (Limit 250 words)

Proven Track Record

K. Has the lead applicant organization led other coalitions? When, and who were the partners? Include any relevant history of working with and/or supporting people directly impacted by the criminal justice system.* (Limit: 250 words)

Capacity to Succeed

- L. Provide a project timeline for what the project partners will undertake/accomplish during the grant period, with specific notes for each month from January to June 2024 and quarterly notes for FY2025 (July 2024-June 2026) and FY2026 (July 2026-June 2027). * (Limit: 750 words)
- M. Complete the template budget form. Show breakdown of requested grant funds and indicate below what secured matching funds from non-Commonwealth sources (if any) have been committed to this project.
- *File naming convention: Save and upload your budget table using the following naming convention: LeadApplicantName_ProjectCity_GrantRequestAmount*
 - *So if you were from EOED and your project was in Boston and the grant request amount was \$100,000, you would title the file "EOED_Boston_100000"*
- N. Budget Detail: Please provide any explanation, detail of matching funds and their sources, etc here. (Limit 500 words)
- O. Did the lead applicant organization file Form PC with the Massachusetts Attorney General's Office after the conclusion of the organization's last fiscal year?
- Yes: What was the lead applicant organization's gross support and revenue in the prior fiscal year, as reported to the Massachusetts Attorney General's Office on form PC?*
 - No: Please explain. Provide the lead organization's gross support and revenue from the prior fiscal year in your response. (limit 100 words)

BONUS: Advancement of Equitable Opportunities

- P. If applicable, describe how the project seeks to advance opportunities for community members who have been socially and economically disadvantaged, and/or historically underrepresented. Be specific about the way(s) in which this project is designed to specifically serve these community members. Cite data and/or the model used, if applicable.* (Limit: 250 words)

Other/Optional Attachments

Applicants may submit other attachments to support the application, including videos, audio files, photos, and written materials. However, note that these attachments will generally not be scored or assessed as part of the formal evaluation of the proposal.

CERTIFICATION OF APPLICATION SUBMISSION AUTHORIZATION