



Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING & ECONOMIC DEVELOPMENT
MASSACHUSETTS OFFICE OF BUSINESS DEVELOPMENT
136 BLACKSTONE STREET, 5TH FLOOR
BOSTON, MA 02109

**Fiscal Year 2023 Grant Application
For Zoos in Massachusetts**

COMMBUYS Bid #: BD-23-1100-SEA01-SEA01-79191

Release Date: September 9, 2022

Application Deadline: October 10, 2022 by 4pm
Late applications will not be accepted.

Email application to: Marc.Zappulla@mass.gov and Nhat.Le@mass.gov

Fiscal Year 2023 Grant Application For Zoos in Massachusetts

A. Overview

The Massachusetts Office of Business Development is accepting grant applications from zoos in the state that are “not under the purview of the Commonwealth Zoological Corporation” for Fiscal Year 2023, as authorized by line item 7007-0952 of St. 2022, c. 126 (FY23 Budget). The total amount of grant funds available is \$500,000.

B. Grant Contract Scope of Work, Budget and Use of Funds

If the grant is awarded, the grant proposal narrative and budget shall become the basis for the contract. All documents deemed necessary by MOBD will be revised from the grant proposal and incorporated into the contract as attachments.

C. Grant Contract Duration

The grant contract term shall be from the date the grant contract is fully executed through June 30, 2023.

D. Reporting

A final detailed report, along with the final budget, on the services provided under the grant contract is due no later than July 15, 2023.

E. Grant Contract Payment Process

The grantee shall submit invoices on a form provided/approved by the project manager, as well as any additional documentation required by the project manager, for cost reimbursement or periodic scheduled payments on a quarterly basis.

Payments are contingent on the obligation of all grant funds by **June 30, 2023**.

F. Questions

Questions may be submitted to Nhat Le via email at nhat.le@mass.gov, or by telephone at (617) 571-7432.

G. Forms Required to be Executed by Grantees

- [Commonwealth of Massachusetts Standard Contract Form](#)
- An [IRS W-9 Form for new grantees](#) that have not previously received grant or contract payments from the Commonwealth

- A listing of [authorized signatories](#) who will be authorized to legally bind the grantee; and including the designation of a Contract Manager who will be responsible for management of grant performance.

H. Acceptable Forms of Signature

Effective June 15, 2021, for all 1) Comptroller (CTR) forms, including the Standard Contract Form, W-9s, Electronic Funds Transfer (EFT) forms, ISAs, and other CTR-issued documents and forms, or 2) documents related to state finance and within the statutory area of authority or control of CTR (i.e. contracts, payrolls, and related supporting documentation), CTR will accept signatures executed by an authorized signatory in any of the following ways: 1. Traditional “wet signature” (ink on paper); 2. Electronic signature that is either: a. Hand drawn using a mouse or finger if working from a touch screen device; or Page 2 b. An uploaded picture of the signatory’s hand drawn signature 3. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign. If using an electronic signature, the signature must be visible, include the signatory’s name and title, and must be accompanied by a signature date. Please be advised that typed text of a name not generated by a digital tool such as Adobe Sign or DocuSign, even in computer-generated cursive script, or an electronic symbol, are not acceptable forms of electronic signature.

GRANT APPLICATION

Additional pages and/or exhibits such as brochures can be included with the grant application. Applications must be emailed to Marc Zappulla (Marc.Zappulla@mass.gov) and Nhat Le (Nhat.Le@mass.gov) no later than **4pm on October 10, 2022**. Late applications will not be accepted.

Organizational Information	
Name of zoo	
EIN Number	
Address	
Contact Name/Title	
Phone	
Email address	
Web address	
Amount requested	

Narrative - Scope of Work
<p><i>Please provide a brief description of the organization and a narrative on the proposed use of Commonwealth grant funds. Please include information such as the zoo size, number and types of animal and exhibits, types of educational, research, and conservation programs available at the zoo, if applicable.</i></p>

Budget and Timeline
<p><i>Please provide a proposed budget. The grant contract term shall end on June 30, 2023. Please add more lines if needed.</i></p>

Line Item/category	Amount	Description/Explanation
Total	\$	

SIGNATORY, CERTIFICATION & ACKNOWLEDGEMENT

I, (name of submitter), hereby certify that I am duly authorized to submit this application on behalf of (name of organization), and further certify, under the pains and penalties of perjury, that the responses to the questions provided in this application, and the attached documentation, are true, accurate, and complete. I understand that EOHED/MOBD will rely on the information provided in this application in deciding whether to award a grant, and that the Commonwealth reserves the right to take action against me, the applicant organization, or any other beneficiary of a grant, if any of the information provided is determined to be false, inaccurate, or misleading. I hereby also affirm that, if awarded, the applicant organization will comply with all applicable laws and regulations.

The signatories also hereby acknowledge that, under the Public Records law of the Commonwealth of Massachusetts, this application and all documents submitted in support thereof are public records under the provisions of Massachusetts G. L., Ch. 4, sec. 7 (26).

[Type name & title here] _____

E-Signature of Applicant

Date

This Application is requested electronically. For reporting purposes, please type in your name and click the box acknowledging your E-Signature.