

**Office of Massachusetts  
Attorney General Andrea Joy Campbell**



**2024 Call for Grant Applications**

***Local Consumer Aid Fund Programs:  
Local Consumer Program***

*Release Date: March 19, 2024*

*Responses Due: April 24, 2024*

*Project Start Date: July 1, 2024*

*Project End Date: June 30, 2025*

The Office of the Massachusetts Attorney General (AGO) is pleased to announce a funding opportunity for Local Consumer Programs (LCPs). Funding is available under the Local Consumer Aid Fund ("LCAF"), which is created by [M.G.L. c. 12, § 11G](#). Grants will be awarded for the period from July 1, 2024 to June 30, 2025. All funds must be expended by June 30, 2025; unexpended funds must be returned to the Commonwealth. Eligible grantees include programs that attempt to resolve consumer issues through advocacy efforts.

**This Call for Grant Applications is subject to and contingent upon the availability of funds.**

The AGO anticipates grant awards to range from \$40,000 to \$125,000. Funding is based upon service area, history of funding, prior performance under this grant, and the provisions of this Call for Grant Applications. Applicant budgets may or may not be funded in their entirety, or at all. All funding decisions will be at the discretion of the AGO.

Applications are due by **5:00 p.m. on April 24, 2024**. Subject to receipt of all necessary documents and reports, successful applicants will be notified during the month of June 2024. In the absence of any special conditions, successful applicants who have correctly completed and returned all required grant contract documents will be awarded one half of the funds after execution of the grant contract. The rest of the funds will be distributed on a semi-annual basis, provided compliance with all reporting and other requirements is met.

**Eligibility:** Applications will be accepted from any 501(c)(3) organization that is in good standing with the AGO's Non-Profit/Public Charities Division (NPCD), the Internal Revenue Service, local governmental agencies (e.g., District Attorney's Office, Mayor's Office, Town Office of Elder Affairs), colleges or universities.

Non-profit organizations must be in full compliance with the statutory requirements set forth in G.L. c. 12, §8E and 8F, and G.L. c. 68, §19, including initial registration and filing of annual financial reports with the NPCD. Certain organizations may be exempt from filing annual financial reports; see 940 CMR 2.02. Non-profit organizations must also comply with obligations and reporting requirements set by the Internal Revenue Service.

NPCD requires all charitable registration and annual filings to be made through the Charity Portal. Additional information can be found [here](#).

**Program Standards and Responsibilities:** Applicants must accept and implement the Local Consumer Program Grant Standards and Responsibilities in full. By accepting funds, applicants agree to follow the Program Standards and Responsibilities in their entirety. Deviation from the Standards and Responsibilities or the program plans and expenditures outlined in the organization's application may be grounds for funding termination, reduction, or suspension. Disbursement of funds may be conditioned upon programmatic or budgetary changes requested by the AGO.

If a grantee fails to implement the Standards and Responsibilities at any point during the grant year, the grantee may forfeit additional disbursements under the grant and be precluded from consideration of future grant opportunities. Applicants should go to [www.mass.gov/ago/grants](http://www.mass.gov/ago/grants) to review LCP Standards and Responsibilities prior to submitting their applications.

**Grant Proposal Submission:** The AGO uses a grant management software system which allows organizations to submit their grant applications online. Interested applicants may access the application [here](#).

New applicants will be asked to create a free online account. Any applicant that has applied for any AGO grant using the online grant application website may log into its existing account. All applicants should confirm their contact information is current on their applicant profiles. Applicants should allow sufficient time to register online and complete the application by the deadline.

Grant applications with accompanying proposals must be delivered electronically through the AGO's online grant application website by **5:00 p.m. on April 24, 2024**. Applicants must complete the online application in its entirety.

**Confirmation of Receipt:** Applicants typically receive an email confirmation within 48 business hours; if one is not received, please call the AGO Grants Team at **617-963-2150** for assistance.

### **Required Commonwealth Contract Documents for Successful Grantees**

The following documents will be required upon notification of a grant award at a deadline established by the AGO and should not be submitted with the grant application:

- Standard Contract Form
- Scope of Services Agreement
- Contractor Authorized Signatory Listing

The following documents must be submitted with the grant application:

- Request for Taxpayer Identification Number and Certification (W-9)
- Electronic Funds Transfer (EFT) Form\*
- Links to blank W-9 and EFT forms are available in the online application form. No money will be disbursed unless the necessary documents are submitted by the deadlines established by the AGO.
- Nonprofits must submit one of the following unless they are exempt from filing with the AGO's Non-Profit Organizations/Public Charities Division (NPCD):
  - Their most recent filing package submitted to NPCD;
  - A current Certificate of Solicitation issued by NPCD; or
  - A current Letter of Good Standing issued by NPCD.

\*Payments will only be made via Electronic Funds Transfer. No paper checks will be issued.

**Budget:** Applicants must provide a budget, outlining in a separate line-item, each expenditure the applicant plans to make and accounting for all monies the applicant plans to spend and all in-kind donations and additional funding sources.

**Selection Process:** This Call for Grant Applications is subject to and contingent upon the availability of funds. Applicants will be considered for funding based on the organization's capacity to meet and adhere to the requirements outlined in this Call for Grant Applications and LCP Standards and Responsibilities, demonstrated need, and availability of funds. Prior LCP grant recipients will be evaluated further on the timeliness and accuracy of their required reporting, past performance of consumer outreach events, and their satisfactory implementation of the LCP Standards and

Responsibilities during the most recent grant year.

Applicants should demonstrate the ability to work with underserved populations in their communities and have a strong history of community engagement. Please note that past award of a similar grant, or any prior grants from the AGO, is not a guarantee of award.

Any application that does not meet the submission requirements may be considered non-responsive and may be disqualified without further evaluation. The AGO may, at its discretion, determine that non-compliance is insubstantial and can be corrected, or that an alternative proposed by the applicant is an acceptable substitute. In such cases, the AGO may seek clarification, allow the applicant to make minor corrections, apply appropriate adjustments in the evaluation, or apply a combination of all three remedies.

All applicants will be notified of the status of their application during the month of **June 2024**. A listing of successful applicants will also be posted on the AGO website at [www.mass.gov/ago/grants](http://www.mass.gov/ago/grants).

**Reasonable Accommodation:** Applicants with disabilities may seek reasonable accommodation, including receipt of the RFP in an alternative format, by writing to the Grant Manager at [LCP@mass.gov](mailto:LCP@mass.gov), call the AGO Grants Team at 617-963-2150 no later than **5:00 p.m. on April 17, 2024**.

**Public Records:** All submitted responses and information are subject to the Massachusetts Public Records Law, M.G.L. c. 66, §10, and M.G.L. c. 4, §7, cl. 26. Applicants should not submit any personal, medical, or other sensitive information.

**Conflict of Interest:** [M.G.L. c. 268A](#) (Conduct of Public Officials and Employees) may apply.

**Equal Opportunity Statement:** The Attorney General's Office is an Equal Opportunity Employer. As the representative of the Commonwealth and its residents, the Attorney General's Office strives to ensure that those working with our office reflect the diversity of the communities we serve. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

**Questions:** Questions regarding this RFP may be submitted to [LCP@mass.gov](mailto:LCP@mass.gov). The deadline for submitting questions is **April 17, 2024** at **5:00 p.m.** When submitting your question(s), please include "Local Consumer Program Grant" in the email subject line.

**Updates to this Call for Grant Applications:** Any changes, updates, and corrections to any part to this Call for Grant Applications will be posted at <https://www.mass.gov/grant-opportunities>. It is the applicant's responsibility to check this web page regularly for any updates.