

# Mayor's Office of Black Male Advancement

*Community Empowerment Grant  
Small Grant Application Informational Webinar*

*Wednesday, December 11, 2024*



# AGENDA

- Welcome
- Community Empowerment Grant Overview
- Grant Requirements
- Application Scoring Criteria
- Organization Support
- Timeline/Important Dates
- Q & A



# Community Empowerment Grant Overview

The Community Empowerment Small Grants are awarded to community based organizations to scale up their work and deepen their impact. This year, a total of \$500,000 will be awarded to nonprofit organizations throughout Boston's neighborhoods.

Through the 2025 Community Empowerment Small Grant Fund, the Office of Black Male Advancement (BMA) will award grants of up to \$20,000 to support programs that expand one of the following seven focus areas:

- **Mentoring and Out-of-School Time:** providing quality mentoring, literacy and out-of-school time programs when and where they are needed, offering developmentally appropriate learning environments that support social emotional and physical wellbeing.
  - **Youth and Young Adult Pathways:** providing educational and career pathways for youth and young adults navigating their own course to economic prosperity.
  - **Housing Mobility:** providing a continuum of housing opportunities, resources, and supports that are effectively resulting in pathways to affordable housing and homeownership.
  - **Economic Inclusion and Wealth Building:** supporting individuals to experience financial empowerment and economic mobility.
- **Workforce Training and Development:** helping unemployed and underemployed individuals attain livable wage jobs and helping businesses with training for employees to support a pipeline of skilled workers.
  - **Fatherhood Engagement:** supporting fatherhood education, case management, and peer-to-peer support to strengthen positive father-child interaction, improve social and economic outcomes for fathers and their families and improve healthy relationships.
  - **Mental Health and Wellness:** helping support and improve the mental health and wellbeing of men.

# Grant Eligibility Requirements

*Grant recipients must commit to track metrics and submit interim and final-project overview reports and expense reports to be submitted by May 1st, 2025 and August 1st, 2025 and attend a capacity building seminar.*

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**The interim and final-project overview reports will ask grant recipients to submit information and metrics on the population served by the grant. Data points and metrics will include the following:**

- Number of people served
- Neighborhood of each participant
- Age of each participant
- Race of each participant
- Gender of each participant
- Educational attainment of each participant
- Employment status of each participant

# Grant Eligibility Requirements (continued)

**For your awareness, the following criteria will be used to review all applications:**

- Recipients must be a registered 501(c)(3) non-profit or a community-based organization partnering with a fiscal sponsor (a 501(c)(3) nonprofit). No grants can be awarded to individuals, for-profit businesses or City of Boston departments.
- Recipients must be located in Boston
- Recipients must be working to metrically advance the well-being of historically marginalized residents with a focus on Roxbury, Dorchester, Mattapan and Hyde Park neighborhoods of Boston.
- Recipients budget must be \$1 million or below
- Recipients can demonstrate a need for funding to scale up their work and deepen their impact
- Recipients have been in operation for at least 2 years
- Recipients should explain their experience (or interest in) working with historically marginalized residents in the neighborhoods identified above or similar neighborhoods within or outside of Boston.

# Grant Scoring Criteria

## Scoring Criteria:

- **Focus Area of Program Proposal:** The proposed program falls under one of the seven focus areas.
- **Track Record and Experience:** The organization has been a trusted community partner and has experience with delivering proven or promising program's.
- **Clarity, Measurability, and Attainability of Intended Outcomes:** The application presents a timeline of activities that are exceptionally clear, measurable, and highly attainable, showcases an understanding of the program's desired outcomes.
- **Appropriate Budget Justification:** The proposed budget is detailed and reasonable to implement the proposed program AND is based on the number of residents served and activities described.
- **Effectiveness of Outreach Plan and Community Engagement Strategy:** The application presents an effective outreach plan, providing specific and well-detailed strategies to recruit and engage participants and ensure diverse and inclusive participation.
- **Community Connections and Cultural Competence:** The application shows that the organization has an authentic connection to the community that they serve and has a clear plan to reduce systemic barriers to advancement for its program participants.

# Organization Support

Does your organization need capacity building and coaching for any of the following?

Fundraising  
People Operations  
Program Management  
Evaluation and Impact  
Programmatic Events

Systems and Operations  
Fundraising Events  
Program Management  
Board Management  
Strategic Planning

Storytelling and Marketing  
Volunteer Management  
Legal and Compliance  
Equity Best Practices

Finance and Budgeting  
Advocacy

## Capacity Building:

- Grantees will also now gain access to BMA's Capacity Building and Impact Institute in collaboration with Resilia. This partnership will provide personalized coaching, nonprofit training courses, expert tools, and resources to selected organizations aimed at enhancing their impact in the short term and building long-term capacity.

## Mentoring Program:

- BMA's collaboration with Mass Mentoring enhances the mentorship efforts of grantee organizations. By emphasizing mentoring and out-of-school-time support, this partnership enables grantees to provide high-quality services in environments that foster social, emotional, and physical well-being, while also offering literacy programs and essential training for mentors and staff.

# Additional Organization Information Requested:

Applicants must be in good financial standing and must be a registered 501(c)3 organization. Grant applicants will be required to submit a form 990 and their most recent financial audit report.

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→ **Please submit proof of your organization's non-profit status:**

- ◆ This may include the letter of IRS determination, a 990-EZ or 990, or any other form of proof you may have.

→ **Your organization must have a valid Supplier/Vendor ID number to receive a grant from the City of Boston:**

- ◆ This also enables you to sign up for direct deposit! If you are using a Fiscal Sponsor, they must register for the Supplier/Vendor ID. If you do not have a Supplier/Vendor ID yet, please type in “Pending”.
- ◆ If your organization will be using a fiscal sponsor, please be sure to have your fiscal sponsor complete these steps to obtain a Supplier/Vendor ID
- ◆ Please email [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov) or call 617-961-1058 for additional assistance. Detailed instructions for first-time or returning users who need help can be found here: [Supplier/Vendor ID Instructions](#).



# Community Empowerment Program Timeline & Grant Cycle

<b>Grant application launch:</b>	Tuesday, December 5, 2024
<b>Community Empowerment Grant info session</b>	Wednesday, December 11, 2024
<b>Application Deadline:</b>	Monday, January 6th at 5:00 p.m.
<b>Grant Committee Review</b>	Tuesday, January 7th - Friday, January 17th
<b>Awards Announced:</b>	Late January/Early February 2024 (rolling after first awards)
<b>Grant Cycle</b>	January 1, 2025 - June 30, 2025

# Community Empowerment Grant FAQs

## When do the grant funds have to be spent?

- Please refer to the milestone calendar below:

Milestone	Date
<b>Application Launch</b>	Thursday, December 5, 2024
<b>Virtual Information Session</b>	Wednesday, December 11, 2024
<b>Application Deadline</b>	January 6, 2025 at 5:00 pm
<b>Awards announced</b>	Late January/Early February 2025
<b>Grant agreements sent for signature</b>	Mid-February 2025
<b>First grant payments disbursed</b>	Late January/Early February 2025
<b>Second grant payments disbursed</b> <i>(after an interim report is sent to BMA and an invoice is sent to the City)</i>	Late May 2025
<b>Grant Period End Date</b>	August 31, 2025
<b>Final Grant Report Due</b>	October 1, 2025

# Community Empowerment Grant FAQs

## Can we use these funds for youth stipends?

- At this time, funds cannot be used for youth stipends. Please find the list of eligible and ineligible expenditures below:

### Eligible expenditures:

1. Salaries and associated benefits of staff delivering the program, this may include Executive Directors if they spend a certain percentage of their time on the grant funded program
  - a. Where applicable, please annotate what percentage of the salary and associated benefits you are seeking support for (i.e., 0.5 FTE)
2. Equipment, supplies and/or materials associated with the program
3. Temporary space fees and/or rental for the program
4. Transportation required for the program
5. Advertising and publicity expenses for the program
6. Local conference, seminar or training attendance related to the program
7. Program planning / evaluation
8. Technical assistance
9. Food and beverage for program participants
10. Other direct costs of the program
11. Up to 10% of the grant budget can be for indirect/administrative costs

***\*\*refer to next page for ineligible expenditures\*\****



# Community Empowerment Grant FAQs

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### Ineligible expenditures:

1. Alcoholic beverages
2. Gift cards
3. Fundraising activities (This includes salaries or associated benefits for fundraising staff time)
4. Lobbying services
5. Rent and utilities for the non-profit
6. Salaries and associated benefits of staff not involved with directly delivering the program

# Community Empowerment Grant FAQs

## Does this grant opportunity utilize a reimbursement model?

- Grant awards under \$10,000 will be disbursed in one payment. Grant awards over \$10,000 will be disbursed in two payments. All program costs should occur during the grant period (grant funds cannot be used to reimburse the organization for costs that occur before or after the grant period).

## Is it required to have a budget under \$1 million?

- All 501c3 organizations (or organizations with fiscal sponsors) may apply for the BMA Community Empowerment Grant. BMA encourages small and medium-sized organizations to apply (orgs with budgets under \$1 million) and hopes to award grants to support the development and capacity of these organizations.

## Do you anticipate also offering a grant round during the second half of the year - from July 1-Dec 31, 2025?

- The City of Boston's FY25 Fiscal Year ends on June 30, 2025. The City's FY26 Operating Budget is subject to appropriation.



# Community Empowerment Grant FAQs

## **I understand that the max award amount is \$20K. Can an org apply to separate program grants within those 7 focus areas?**

- One organization could submit multiple applications for different focus areas, however, the BMA team encourages organizations to prioritize which program the applicant organization would like to put forward for consideration by the grant review committee. When applications are reviewed and final grant recommendations are made, BMA will only award one grant per organization.

## **How should organizations plan their recruitment and outreach efforts to meet their expectations?**

- Applications should include a detailed outreach plan that provides specific and well-detailed strategies to recruit and engage City of Boston residents and ensure diverse and inclusive participation. This could include hosting information sessions, tabling at different events throughout the city, sending email blasts, and also delivering flyers to different neighborhoods. Please be sure to include the BMA logo on any recruitment flyers.



**THANK  
YOU!**

Please email [BMA@boston.gov](mailto:BMA@boston.gov) with any questions. The application deadline is Monday, January 6th, 2024 at 5:00 p.m.

