

APPLICATION FOR CEDAC KUEHN PLANNING GRANT

Organization's Name: _____

Address: _____

Phone: _____ Contact Name: _____

Title: _____ Email Address: _____

Name of Proposed Project: _____

Dollar Amount Requested (the maximum grant is \$15,000): _____

1. Is your organization incorporated under Chapter 180 of the Massachusetts General Laws as a non-profit? _____
2. On what date was your organization incorporated? _____ (Please attach your Articles of Organization, By-Laws, and most recent audited financial statements.)
3. Describe your organization's purpose. (You may attach a copy of your Incorporation papers describing your organization's purpose.)

4. What are the major activities your organization has undertaken in the last year?

5. Please describe recruitment efforts, membership, board composition and other evidence of your organization's openness to and success in achieving the participation of community residents in organizational activities.

6. Please attach your organization’s annual operating budget (core operations, not including properties held in subsidiary corporations) and provide the number of employees and number of housing units in your portfolio.

7. Please provide a brief description of the project and the project’s location. Be sure to include the number and type of housing units or non-residential space you plan to develop; the range of household income levels that you plan to serve in the project; the project use (residential, mixed-use, etc.); and any special population that you plan to serve (artists, households with supportive service needs, etc.).

8. Please attach a proposed budget for this request and provide a brief narrative as to the specific feasibility questions that the developer will address using the Kuehn Planning Grant funds. This budget is subject to review and approval by your CEDAC project manager.

In order to assure that assistance is used in conformance with the scope of CEDAC's enabling legislation, please read and sign the following assurances.

_____, a duly authorized representative of
 (Name)

_____ will only use CEDAC Kuehn Planning Grant
 (Organization)

Funds if alternative sources of technical assistance have been explored and are either insufficient or unavailable to meet the organization's needs; that the assistance will not be used for a project which does not conform to all applicable environmental, zoning and building laws; and that we agree to report to CEDAC on how the assistance is used and the extent to which it achieves its intended purpose.

 Date

 Signature and Title
 (Executive Director or Board Chairperson)