

**TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON**

Meeting of the Trustees Fellowes Athenaeum Trust Fund Advisory Committee

Thursday, June 15, 2023, at 12:00 p.m.

Via [Zoom](#)

**AGENDA**

**I. Welcome**

*Evelyn Arana-Ortiz, Chair*

A. Reading of Reaffirmation Statement

B. Roll Call

**II. Approval of the Meeting Minutes of February 16, 2023**

*Evelyn Arana-Ortiz, Chair*

**III. General BPL Updates**

*Priscilla Foley, Director of Neighborhood Services*

**IV. Review FY24 Budget Distribution**

*Evelyn Arana-Ortiz, Chair*

**V. Approval of Fellowes Athenaeum Trust Fund Program Manager Contract**

**VOTED: “that, the Fellowes Athenaeum Trust Fund Advisory Committee of the Public Library of the City of Boston approve the Program Manager contract with Candelaria Silva-Collins for FY24 not to exceed Forty-One Thousand Seven Hundred Seventy-Seven dollars (\$41,777.00).”**

**VI. Review of FY23 programs**

*Candelaria Silva-Collins, Program Manager*

**VII. Review of FY24 Request for Proposals (RFP) Language & Timeline**

*Candelaria Silva-Collins, Program Manager*

**VIII. New Business**

**IX. Public Comment**

*“Please sign up for public comment the first 30 minutes of the meeting via the CHAT in Zoom to support effective time management. Members of the public are also reminded that comments may alternatively be submitted in writing to the Clerk of the Board for distribution to the Committee.”*

**X. Adjournment**

**Fellowes Athenaeum Trust Fund Advisory Committee**

Evelyn Arana-Ortiz, Chair, Rep. Chynah Tyler

Priscilla Foley, Jacqueline Johnson, Allen Knight, Elizabeth T. Nagarajah. and Che Madyun

David Leonard, President

Pamela R. Carver, Clerk of the Board

This is an open meeting. The public is welcome to attend.

For information, check [www.bpl.org](http://www.bpl.org)

Zoom: <https://boston-public-library.zoom.us/j/81984488911>

Webinar ID: 819 8448 8911

Call in: 1 646 931 3860 or 1 301 715 8592 or 1 305 224 1968

# TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee

Thursday, February 16, 2023 at 12:00 p.m.

Held virtually via Zoom

## MINUTES

A meeting of the Trustees Fellowes Athenaeum Trust Advisory Committee was held on Thursday, February 16, 2023 at noon via Zoom.

All members of the Trustees Fellowes Athenaeum Trust Advisory Committee were present. They included: Chair and Trustee Evelyn Arana Ortiz, Vice Chair Rep. Chynah Tyler along with Committee members: Priscilla Foley, Jacqueline Johnson, Allen Knight, Che Madyun, and Elizabeth T. Nagarajah.

Also present: Dianna Preusser, Assistant Neighborhood Services/Branches Manager, Candelaria Silva-Collins, Fellowes Athenaeum Trust Program Manager, Pamela Carver, Clerk of the Board, and Chair of the Board Priscilla H. Douglas.

The Clerk noted the meeting was being recorded and reminders to sign up for public comment. Trustees Fellowes Athenaeum Trust Advisory Committee (“Committee”) Chair Evelyn Arana Ortiz presided and called the meeting to order at 12:03p.m. She read the opening statement. The Clerk took roll call and determined there was a quorum. The first item on agenda was approval of meeting minutes from August 17, 2022 which were approved via a vote.

Priscilla Foley, Director of Neighborhood Services gave some general BPL updates. She commended the Roxbury Branch staff for their ongoing work to enhance the community through their services and programs they offer each day. She noted they continue to see the reach numbers of patron’s usage increase. The library was exploring adding additional hours and having more custodial services at all BPL locations on Saturdays. Ms. Foley also noted that the staffing shortages they experienced for the past couple of years have been improving with lots of new hires across the system to pre-covid levels. They were still exploring and interviewing some key positions, including the teen librarian at the Roxbury Branch.

The committee discussed the need for additional custodial services, specifically for the Roxbury Branch on Saturdays and for the late evenings when the branch is open.

Candelaria Silva Collins gave updates on the FY23 programming that ran between October 2022 to February 2023. She noted this was the largest grant offering that she has ever had before with 18 grantees. She reviewed the various categories that the programs entailed. They included in the art categories of dance, film, exhibits, music, instruction, and health well-being. In addition, some instructional classes included genealogy, math tutoring, knowing your rights, cooking classes, sewing, and chess classes. Each class had a varying number of attendees from five to one hundred. Ms. Silva-Collins showed photos from the programs which reflected they were very well attended with a mix of children and adults. She also showed a sample of the flyers to show they follow BPL branding formats.

Next, she reviewed some of the challenges. She noted every program does a final report and gives evaluations on attendees, which showed no complaints. Some grantees were not efficient with submitting the administrative reports that are required, in a timely manner.

The most struggling included outreach and maintaining teens in the programs. In addition, there was very limited space at the branch due to existing programming and the current operational hours. The physical condition of the branch on Saturdays with the need for additional custodial services was noted, especially when there is back-to-back programming. One grantee was very disagreeable

with one of the BPL employees. There was a learning curve with invoicing and reports, and hoped to see if there could be a standardized report form created with the BPL Business Office.

Next, Ms. Silva-Collings discussed some of her needs which included software, business cards, and additional evening hours, among other things. The Committee discussed her needs as well as the several challenges she mentioned. Ms. Foley noted her team would follow up with the finance office to answer some of her administrative questions.

Ms. Foley explained that she had a private conversation with Ms. Silva-Collins prior to the meeting to explain why some of the items she requested could not be provided by the BPL. She also noted that staffing shortages limit the BPL from expanding hours of operation for now, but the goal was to stretch Saturday to full days as soon as possible.

Ms. Arana Ortiz called for New Business. She explained that the annual Fund distribution was not affected by the economic changes. The annual distribution reflects the three-year average of the Fellowes Fund so the coming years may reflect slight changes because of this year's economy.

The Committee agreed to meet on June 15, 2023 at 12:00 p.m. via Zoom.

There was no public comment. The meeting was adjourned at 1:15 p.m.

Respectfully submitted,



Pamela R. Carver

**ACTIVITIES REQUESTED for FY 2024 Fellowes Fund Activities (October 2023-June 2024)****Children (Preschool and Elementary Grades)**

The Children's space has computers, picture books, cultural history and literature, fun math books, science project guides, encyclopedias, magazines and graphic novels. The Children's Room also has a central reading area that is great for storytelling.

**The Children's Librarian, Brittany Johnson,** suggests the following activities:

- After-school arts, dance or yoga
- Storytelling, music and movement
- Chess instruction
- Technology classes (Including Minecraft, Lego robotics, 3D Printing or coding)
- Crafts classes
- Cooking classes (once allowed)
- Activities for families are welcome

Quiet activities are welcomed in the Children's Space, Nutrition Lab, and Outdoor Space. Performing arts and large-group events for children need to be carried out in the Community Room. **Your proposal must demonstrate strategies for family engagement and cultural competency with children.**

**B. Teens (Middle School and High School students)**

Teens and tweens utilize the Roxbury Branch's computers and wireless Internet access during out-of-school time. Programs about youth culture are popular. Drop-in programs have also been successful.

**The Teen Librarian,** suggests the following activities:

- Music programming – how to make a CD, how to make music on computer
- Open mics/spoken word events or programs
- Digital music programming (how make a beat, how to use Garage Band)
- Chess Instruction
- Using 3D printer
- Comic book and graphic novel creation
- Cooking classes
- Technology programs (including web design, photo editing, anime, Minecraft, Lego robotics, 3D printing or coding).
- Writing workshops (visits from local artists & 'zine written by participants)
- Other appropriate teen-focused programs (i.e., cooking, fashion, or crafts)

**Your proposal must demonstrate strategies for youth engagement and cultural competency with teens.** Most youth activities that involve groups, are best carried out in Small Conference Room, Teen Space, Learning Lab, Nutrition Lab, Community Room, or outdoor space.

### **C. Adults and Families**

Educational, history, and arts and cultural programming are invited. We are especially interested in financial literacy programs and programs that work with people who have been marginalized. Computers, community development, the arts, chess, cultural events, research, creative writing, and continuing education, including employment and finances are the primary interests of adult library users.

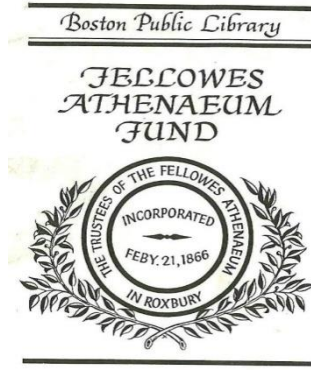
**The Branch Librarian, Allen Knight, and Akunna Eneh, Programs and Community Outreach Librarian,** suggest the following activities:

- Adult Literacy (Math, English, reading, and writing)
- Computer and Smart Phone instruction (in English, Spanish, Haitian Kreyol, and/or Arabic)
- Financial Literacy (i.e., establishing or repairing credit, banking, saving, budgeting and investing)
- Cultural arts programming (i.e., visual, performing arts, dance, and film)
- Writing classes (i.e., memoirs, fiction, poetry, and essays)
- Music instruction and music programming
- Podcast Instruction Classes
- Multilingual Poetry Event
- Cooking and Nutrition classes (for families, seniors, young adults who are learning to live independently)
- Sewing and craft classes (for families, seniors, and young adults)
- Speakers' series presenting authors and thought-leaders in Greater Roxbury and information on Roxbury History
- Services for formerly incarcerated (i.e., Clearing and sealing incarceration records – CORI)

**Members of Friends of the Roxbury (Dudley) Branch Library** suggest the following activities:

- Financial Education (i.e., learning about budgets, baking, saving, investments, and financial paperwork)
- Health and wellness programs (i.e., yoga, meditation, stress reduction, etc.)
- Adult Literacy
- Technology Instruction (i.e., basic and advanced computer use, connecting the Internet, social media, ordering online, etc.)
- Black History programs and events
- Programs and Events which showcase the arts

These activities are best carried out in Small Conference Room, Learning Lab, Nutrition Lab, Community Room, or outdoor space.



## **Special Request for Proposals Community Programs**

**Funded by Fellowes Athenaeum Trust Fund**

**Boston Public Library**



# **Fellowes Fund of the Boston Public Library FY2024 Special Request for Proposals**

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## Timeline

### **Fellowes Athenaeum Issue Date**

Monday, June 19, 2023

### **Ads in Bay State Banner, Dorchester Reporter, and South End News**

Thursdays, June 22 and June 29

**Flyers about Information Session** will be at the library and posted on FORBL Facebook page

### **Information/Technical Assistance Sessions** (at Roxbury Branch)

Tuesday, June 27, 10-11:30am

Thursday, July 6, 4:00-5:30pm

### **Notice of Intent Due:**

Monday, July 10, 5:30pm (electronically)

### **Final Proposal Deadline:**

Friday, July 21, 7pm (electronically)

(Late or incomplete proposals will not be considered for funding.)

### **Meeting on Proposals (FATF Advisory Committee):**

Wednesday, August 16 ???

### **Grant Notification Dates:**

Monday, August 21-Wednesday, August 23

### **Grantee Orientation:**

Monday, September 11, 6:00-7:30pm

### **Contracts Begin:**

Monday, October 2, 2023

### **Contracts End:**

Wednesday, June 19, 2024

### **Contact:**

**Candelaria Silva-Collins**, Fund Administrator

[fellowstrust@yahoo.com](mailto:fellowstrust@yahoo.com)

617/620-5557



**Dear Applicants:**

**The Fellowes Athenaeum Fund Advisory Committee** is pleased to issue the 2024 Request for Proposals (RFP). We are asking grantees to submit a grant for in-branch learning (with options for virtual and hybrid programs if needed).

This RFP supports the mission of the Fellowes Athenaeum Trust Fund (FATF) to provide a variety of literary and instructive programming for the Greater Roxbury community at the Roxbury Branch (formerly Dudley Branch). We seek ideas for activities that will engage people of all ages, backgrounds and abilities.

If you intend to submit a proposal, you **must** attend one of the **Information/Technical Assistance Sessions**, on Tuesday, June 27, 10-11:30am or Thursday, July 6, 4:00-5:30pm at the Roxbury Branch. This is an open forum where you can ask questions about the application process.

Please read this RFP thoughtfully and completely, in order to fully understand the funding requirements. You are also encouraged to contact the Fund Administrator, Candelaria Silva-Collins, by email or phone with any questions as you develop your proposal. We wish you the very best with your application.

Sincerely,

**Evelyn Arana-Ortiz**

Vice Chair of the Board of the Trustees of Boston Public Library  
Chairperson, Fellowes Athenaeum Fund Advisory Committee

**Priscilla Foley**

Neighborhood Services Manager, Boston Public Library  
Member, Fellowes Athenaeum Fund Advisory Committee

**Diana Preusser**

Assistant Manager, Branch Libraries

**Representative Chynah Tyler**

State Representative, 7<sup>th</sup> Suffolk District

**Elizabeth Nagarajah**, Chair, Friends of the Roxbury Branch Library, Inc.

**Jacqueline Johnson**, Co-Chair, Friends of the Roxbury Branch Library, Inc.

**Allen Knight**

Branch Librarian, Manager of the Roxbury Branch Library

**Candelaria Silva-Collins**

Administrator, Fellowes Athenaeum Fund ([fellowestrust@yahoo.com](mailto:fellowestrust@yahoo.com))

## I. BACKGROUND

Grants from the Fellowes Athenaeum Fund are made possible by the generosity of Caleb and Sarah Fellowes, a merchant seaman and his wife, who lived in the Roxbury Highlands during the mid-1800's. A trust was established from their estates, "to be used for an Athenaeum for literary and instructive purposes" for the benefit of inhabitants of Roxbury "and other worthy persons who may visit that city<sup>1</sup>". In 1873, the Fellowes Athenaeum opened on Millmont Street as a branch of the Boston Public Library, with nearly 5000 volumes. A century later, during the Urban Renewal era, the Fellowes Athenaeum and the Mount Pleasant Branch Library (where the Vine Street Community Center is located) were merged into the new Dudley [Street] Branch Library (now called Roxbury Branch) and the Fellowes Fund was brought under the administration of the Trustees of the Public Library of the City of Boston. Since 2004, the Fund has been overseen by the Fellowes Advisory Committee, which is comprised of members of the Trustees and management of the Boston Public Library, Program Committee member(s) from the Friends of the Roxbury Branch Library, the Roxbury Branch Librarian, and local elected officials.

## II. PURPOSE OF FUNDS

The Fellowes Athenaeum Trust Fund (FATF) is dedicated to supporting literary, artistic, and instructive community programs. These programs are held at the Roxbury Branch of the Boston Public Library. All programs must be **free to all** and may not be used to solicit cash donations. Programs can be held between October 2, 2023 – June 19, 2025. **Grants awarded will range from \$1000-\$10,000.**

The Fund is subject to the administrative guidelines of the Public Library of the City of Boston, municipal finance policies and procedures, and state contracting rules. Grants are made through cost-reimbursement contracts. Grantees must provide invoice(s) with receipts for payment.

## III. ELIGIBLE APPLICANTS

This is a competitive process. The following eligibility criteria apply to **all** applicants:

1. The Program must be held at the Roxbury Branch
2. This grant request is open to individuals and organizations (except other city or state agencies). Two references about **your services/professional experience** are required, preferably from someone who has attended your previous programs and a professional colleague
3. Individuals are eligible to apply as **Vendors** (a tax identification number will be required, if funded). Non-profit organizations must submit a copy of their 501(c)3 determination letter from the Internal Revenue Service, if funded
4. Previous grantees who have not submitted Final Report for their grants may not apply

## IV. ACTIVITIES REQUESTED

We welcome grants that celebrate and provide instruction in culture, history, literature, and the arts; skills- building in such areas as Financial Literacy and Technology Instruction; Job-search/career information; and Nutrition, including cooking classes and demonstrations in our state-of-the-art Kitchen Lab. Audience served may be adults, children/families, teens and young adults. We welcome programming for under-served populations, including people who have been marginalized or formerly incarcerated.

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<sup>1</sup> The Town of Roxbury was incorporated as a city in 1848, and became annexed to the City of Boston in 1868.

Details about requested activities are in a separate document that will be shared with this RFP and at the Information/Technical Assistance session.

Your proposal must demonstrate strategies for engagement and cultural competency with the specific age group you are serving.

## **V. BACKGROUND CHECKS**

In order to deliver/teach a program funded by the Fellowes Athenaeum Trust Fund, grantees and staff who work with the public are **required to undergo a CORI check** by the Human Resources Office of the Boston Public Library, within three months of the program start.

## **VI. PROGRAM PLANNING**

### **Scheduling:**

Programs may be planned for Monday-Saturday during library hours. We further recommend that applicants look at the Boston Public Schools calendar for holidays and school vacations days and plan programs accordingly. (This calendar is available online.)

### **Space:**

The Roxbury Branch has vibrant spaces for programs. A tour of the branch will be provided for grantees at the Information/Technical Assistance session and at the Orientation Session for grant recipients.

Rooms available at the Roxbury Branch are:

- Community Room (210 maximum occupancy, 168 seats)
- Learning Lab (18 seats)
- Nutrition Lab (12 seats)
- Small Conference Room (8 seats)

Any attendant security fees and staff costs will be added for programs if run outside of normal library hours (this happens rarely) and must be included in your proposal.

### **Outreach:**

Proposals must include a Marketing Plan that outlines how the program or event will be marketed to recruit participants/audiences. Programs for young adults, children, and families must include outreach to local schools, community centers, and faith-based organizations. Programs may be advertised in local papers, especially the Bay State Banner and Dorchester Reporter. Outreach via social media is required.

### **Safety Concerns:**

Adult supervision is required for youth activities. Your staff and volunteers must undergo a **CORI check**. This check will be conducted by the Human Resources Office of the Boston Public Library, within three months before the program start.

### **Roles and Responsibilities:**

The Fund Administrator, **Candelaria Silva-Collins**, will assist with marketing and billing. You will be responsible for program planning, outreach, advertising, program activities, attendance, periodic updates, and invoices. An orientation meeting for all grantees will be held before programs begin. The Fund Administrator will also visit programs periodically to see how they are going, meet attendees, and take photos to post on social media.

## VI. REVIEW AND NOTIFICATION PROCESS

An impartial review committee will analyze your proposal on the basis of how closely it matches the requirements of this RFP, the needs and interests of Roxbury Branch Library users, and the degree to which it achieves “literary and instructive purposes”. During the review process, all proposals will be considered confidential, and they will not be discussed with anyone outside the review committee. Additional information may be requested after your proposal is received and reviewed. Applicants will be notified of the status of their proposal **between August 22-24 by email**.

## VII. CONDITIONS OF FUNDING

- A. The Fellowes Advisory Committee reserves the right to suggest modifications to proposals that are necessary to fulfil the program’s goals and/or to carry out the purposes of the Fellowes Fund.
- B. Anyone who leads a program funded by Fellowes Fund must pass a CORI check by the City of Boston, through the Human Resources Office of the Boston Public Library. The CORI check is free.
- C. Programs must be free and open to the public.

## VIII. PROPOSAL OUTLINE:

(3 pages, minimum; 10 pages, maximum, typed in Times New Roman, 12-point font.) Attachments do not count toward the page limit. Put the Cover Page on top.

- A. **Program Description** – Please describe the program or event you are proposing, including specific activities and the target age group. Share your experience with facilitating this type of program and working with the target age group.
- B. Why are you proposing this program or event? What are your objectives for the program or event?
- C. What experience have you had facilitated a program or event like this? Please be specific.
- D. Please give the proposed dates and times for this program. Is this program a single event or a series?
- E. Include a resume or short bio for each presenter or instructor for your program or event.
- F. Do you plan to serve non-English speakers in your program? If so, detail the languages and your ability to work with the group(s).
- G. What are the minimum and maximum numbers of people your program or event can serve?
- H. What materials and/or equipment will you use in your workshop or event? (Make sure to include these costs in your budget.)
- I. **PLANNING AND OUTREACH:** Please share in detail how you will market your program to the public to recruit participants. Attach your Outreach Plan and a sample flyer.
- J. **IMPACT:** How will you measure your program or event’s effectiveness and success? If you are running a series of programs/classes/events, what will you do if you don’t get the participation you expect in the first sessions?

- K. Please provide a sample evaluation/feedback form that you will give to participants.
- L. How will interact with and tape into the expertise of the Roxbury Branch Librarians and library materials in your program or event?
- M. **BUDGET:** Your budget should include personnel hours, hourly fees, supplies and materials, refreshments (if providing), and printing and copying. Occasionally, programs are held after hours, if so, the cost of library staff time and for security detail should be included. Please note that transportation to and from the library of personnel will not be covered.

### NOTES TO PROPOSAL WRITER

All budget items are subject to negotiation. Any equipment purchased with these funds will become the property of the Boston Public Library. The Fellowes Fund is to be used solely for community library programs and services. Grant funds may not be used to produce materials that will later be sold for profit or individual gain. Community library programs may not be used for fundraising purposes. All **programs must be free and open to the public.**

#### X. **PROPOSAL CHECKLIST**

A complete proposal will be submitted in this format:

- Cover page with required signature(s). Proposals from nonprofits must be signed by the Executive Director and the staff person responsible for carrying out the program. Proposals by an individual (vendor) require only one signature.
  - Program budget with calculations and explanations of costs.
  - Proposal - Follow the outline and make sure to answer all the questions with enough detail that a reviewer can clearly understand how the program will be delivered.
  - Resume or bio for each person working on the program. Include the best email and phone number to reach them.
  - Sample Flyer for your program
  - Outreach/Marketing Plan
  - Non-profits only: Form 990 for most recently completed fiscal year
  - Reference letters (2)
- Make the cover sheet the top page.
  - Do not include a cover letter.
  - Your proposal must be typed (12-point font, Times Roman font) and signed.
  - All attachments are required.
  - Proposals should be submitted electronically

**Please note:**

- Late proposals may be returned as unread.
- Incomplete proposals will not be considered for funding.

**SAMPLE BUDGET FORMAT**

<b>PROGRAM BUDGET</b>			
<b>INDIVIDUAL VENDOR/GRANTEE</b>	<b>Hourly Rate</b>	<b>Hours on Program</b>	<b>Total</b>
<i>[Name]</i> provides workshop or <i>specialized activity</i> as described in the attached Scope of Work	Quoted price	Quoted hours	
<b>ADDITIONAL STAFF</b>			
<b>EXPENSES</b>	<b>Unit Cost</b>	<b># of Units</b>	<b>Total</b>
Literary Materials (include cost to obtain books or materials not available at a Boston Public Library)			
Instructor/Presenter Costs			
Program Costs (Texts, Workbooks, Office Supplies, Displays, Copying, , etc.)			
Outreach and/or Advertising Costs (Include ads in print or online)			
Other expenses (may include security for off-hour event ) please describe			

**Total Requested \_\_\_\_\_**

<b>Explanation of Expenses (Budget Narrative)</b>
Example for books not available through BPL collections: __# of copies of each title will be purchased for use by __ anticipated # of participants. (Note: Purchased materials will become property of the Dudley Branch library after the grant is completed.)

## **NOTES TO BUDGET WRITER**

Every item must show a separate calculation.

Staff costs are to be calculated according to the number of hours per program, plus a reasonable number of hours to plan activities, perform outreach, and handle invoices and email updates to the Fund Administrator.

Vendors must provide a written quote and description of work. For example: [type of] instruction, to include [a list of specific activities] for \$x per hour for x hours per week for x weeks. This also applies to consultants who work under contract with a non-profit organization to deliver program services.

Use the Explanation section to describe how the Expense items will be used in the program.



**FISCAL YEAR 2024 PROPOSAL TO  
THE FELLOWES FUND OF THE BOSTON PUBLIC LIBRARY  
Cover Sheet**

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**Name, Title, and Organization of Applicant**

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**Street Address, City, State, Zip**

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**Telephone #**

**Website and Social Media**

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**Email Address for Contact Person**

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**Request: \$ \_\_\_\_\_**

**Brief Summary of Program or Event:**

*I certify that the information in this proposal is true and accurate.*

**Signature:** \_\_\_\_\_  
Executive Director

**Signature:** \_\_\_\_\_  
Vendor or Contact Person

**Printed Name:**

**Printed Name:**

**Date:**

**Date:**

**FELLOWES ATHENAEUM FUND OF THE BOSTON PUBLIC LIBRARY**

**NOTICE OF INTENT TO APPLY  
Monday, July 10, 2023**

Please email this Notice of Intent to [fellowestrust@yahoo.com](mailto:fellowestrust@yahoo.com).

**Applicant Name and Title:**

**Organization Name:**

**Amount Requested:**

**Brief Description of Program:**

**Email address:**

**Phone #:**