



Implementation grant application – Cover

City: _____

Initiative name: _____

Summary of your initiative (limit: 2 sentences): _____

Organizational lead (entity that will serve as fiscal agent and backbone for initiative) _____

Organization name _____

Chief executive name _____

Email _____

Phone _____

Contact (if different) _____

Email _____

Phone _____

Organization's mission statement _____

Operating budget, current FY _____

Number of staff (FT and PT) _____ (full time) _____ (part time)

Was this organization the lead applicant for the design grant? Yes No

If no, please provide up to 3 examples of multi-year grants this organization has been awarded (limit: 150 words).

Required attachments:

- **If a nonprofit:** three most recent audited financial statements; most recent IRS form 990.
- **If a municipality:** If the lead applicant is a municipality, please submit your three most recent HUD Consolidated Annual Performance and Evaluation Report (CAPER) as well as three years of any financial or performance audits for the specific department or agency that will be overseeing the grant.
- Design grant report & final budget
- Implementation budget summary
- Commitment letter(s) documenting local match
- Project director job description
- Signed conflict of interest statement

Optional attachments:

- Work plan
- Additional materials at the applicant's discretion
- Local press coverage of your initiative

Core team

Please complete the following table with information about your core team that will be regularly engaged in this initiative. Unlike the design grant application, there is no limit to team members, so you may add rows as needed. Each team member must sign and date the last two columns to attest that you acknowledge the following terms:

By signing below, I am affirming that I have read and agree to the following terms: 1) any and all information provided in this application will be considered non-confidential, even if labeled as such by an applicant; 2) the Working Cities Challenge (WCC) Steering Committee the right to use portions of this application for any reason related to the WCC, including publication or distribution of summary materials; 3) I may be asked for clarification of items in the application. Discussions with an applicant shall not constitute acceptance or rejection of an applicant’s application nor a counteroffer. The Jury reserves the right to enter into discussions with more than one prospective awardee, and to terminate discussions with any prospective awardee; 4) by submitting this application, I, as well as the organization for which I am signing, will fully participate in any evaluation of the WCC, and the organization will promptly provide WCC staff with relevant materials, information, and access as the Jury may reasonably request.

By signing below, I am affirming that no employees or Directors of my organization, agency or company are associated with the Federal Reserve Bank of Boston, Commonwealth of Massachusetts Executive Office of Housing and Economic Development, Mass Development, Boston Community Capital, Mass Inc, the Massachusetts Competitive Partnership, Living Cities, The Life Initiative, or the Alliance for Business Leadership. “Associated with” means that an individual or a member of that individual’s immediate family is employed by the entity, or serves as an officer, director, trustee, or partner of the entity, or is an owner or someone who otherwise exercises a controlling influence over that entity.*

“I state that I am authorized and empowered to enter into this application on behalf of my organization. I acknowledge that I have read and agreed to the terms outlined above, and hereby grant the Federal Reserve Bank of Boston and its partners the right to share any portion of this application with its staff, consultants, and Working Cities Challenge jury members.”

Name	Title	Org./entity name	Email address	Signature	Date

For reference only

**If any employees or Directors of a participating organization, agency or company are associated with one or more of the entities named above, please provide a separate disclosure letter detailing the nature of this association.*

[End of cover page]