



**PROGRAMMING SUPPORT
FOR RESIDENTS OF AFFORDABLE HOUSING
FUNDING GUIDELINES**

I. Introduction

Affordable Housing and Services Collaborative, Inc. (AHSC) is a 501c3 non-profit organization based in Braintree, Massachusetts. Our mission is to provide and preserve affordable housing and supportive services for low-income families, youth, elders, and persons with disabilities that enhance, expand, and create quality of life initiatives through wellness, educational, vocational, and social programming.

II. Program Goals:

AHSC will fund a portion of health and wellness, education and other related social engagement programming that directly benefits the quality of life for low-income families, youth, elders, disabled and other residents of affordable housing;

III. Applicant Eligibility:

Community-based organizations that have a proven track record of serve low-income residents of affordable housing. A scoring bonus will be provided to for applicants that offer programming and services at affordable housing sites included in AHSC’s portfolio.

IV. Funding Amount:

Grants awards will be based on demonstrated need and availability of funds. AHSC anticipates that it will award up to four (4) grants each calendar year.

V. Deadline:

Applications will be accepted on a rolling basis. AHSC will only accept one application per organization per calendar year.

VI. Award and Disbursement:

AHSC will make funding decisions on a quarterly basis. Applicants will receive written notification of either a funding approval or denial. Programs not funded will be given specific feedback to assist applicants with future submission efforts. 50% of award will be given upon award notification. The remaining 50% will be given upon submission of a Program Evaluation and Financial Report.

VII. Evaluation Criteria:

Proposals will be evaluated and selected to the extent that they demonstrate the following:

- Furthers AHSC. Inc.’s mission; (10 pts.)
- Demonstrated need for program or service; (25 pts.)
- Capacity and experience of organization to carry-out program or service..... (20 pts.)

- Impact of addressing identified resident need; (25 pts.)
- Readiness to proceed to do proposed work (20 pts.)

- BONUS: Extra Priority Points - for program or service provided at housing site within AHSC portfolio (25 pts.)

VIII. Funding Request Format:

All requests for funding should be no longer than 10-pages, and in the following format:

- Application Cover Letter 2 pages (maximum)
- Applicant qualifications and experience 2 pages (maximum)
- Program/Service Narrative – goals and objectives , expected results, how program/service will be measured3 pages (maximum)
- Itemized Budget for the program/service including other leveraged program funding sources..... 1 page (maximum)
- Resumes and/or Bios of key personnel2 pages (maximum)
- Supporting documents:
 - Evidence of non-profit status (if applicable)
 - Certificate of Good Standing
 - Most recent audited financials

AHSC will accept applications for funding in both hard copy and electronically. Hard copy submissions must be mailed to: Affordable Housing and Services Collaborative, Inc., 536 Granite Street, 3rd Floor, Braintree, MA 02184, Attention: Michael Mattos, Executive Director and include 1 original and six copies, bound, single-spaced, 12-point font. Electronic submissions must be e-mailed to info@ahscinc.org and provided in PDF and WORD formats, single spaced with 12-point font.

IX. Program Evaluation and Financial Report

As a condition for the final grant installment payment, AHSC will require a Grant Evaluation and Financial Report typed in WORD that provides a thoughtful narrative that addresses the following questions:

- Did the program fulfill its proposed goals?
- What were the program’s outcomes, accomplishments, and anecdotes (i.e. How many persons served, Stories of successes & challenges)
- What were the lessons learned? What would/could be done differently for improvement?
- What are the future plans, if any, to continue to provide these services?
- Did the program expenditures meet expected costs? (i.e. provide an itemized financial expenditure report comparative to an approved budget)