



## **Grant Funding Guidelines**

### **Mission Statement**

The Family-to-Family Project supports families who are losing or have lost their homes by providing timely, innovative, and flexible grants to restore hope and to find or retain housing.

### **Financial Assistance Overview**

Funding for FTFP grants is provided through private donations from individuals, corporations and foundations. Our donors contribute funds with the confidence that FTFP will make a significant difference in the lives of children and families. FTFP is committed to working with our partners to provide flexible funds for families. We seek requests that are sustainable and that will have a long-term impact on keeping families in their homes or moving families from shelter to housing. Funding is provided for back rent, security deposits, utility arrearages, education expenses, childcare, transportation costs, and other needs that relate to maintaining housing stability.

### **Funding Criteria**

For families to be eligible for funding from FTFP, they must:

- Include children age 18 or under living in the household.
- Pay 50% or less of net income towards rent with or without assistance.
- Be actively engaged in case management.
- Have completed monthly budgets and demonstrate some security in income and sustainability going forward.
- Barring unpredictable problems, demonstrate how a one-time grant or short-term subsidy will move them to sustainability and stability.
- Have a history of employment and housing stability (employed, collecting unemployment, in job training/education program, engaged in active job search).
- Not have been previously funded through FTFP (with some exceptions, to be reviewed on a case-by-case basis).
- Understand and commit to providing 6 and 12 month follow-up data to FTFP through their caseworkers.
- Reside in the Commonwealth of Massachusetts.

Partner agencies must agree to provide 6 month and 12 month follow up data relating to the housing stability of families assisted each year.

Please note that funding is provided on a weekly basis and is distributed evenly throughout the calendar year. FTFP has limited funding and is not able to approve all requests that meet the funding criteria each week.

### **How to submit applications**

- Grant request must be submitted by designated case manager advocate from a current partner agency. Requests directly from individuals, families, or non-partner agencies will not be reviewed.
- Grant requests must include completed application, narrative and budget.
- Grant requests must be completed in full on a current grant application (excel document).
- Grants will not be issued directly to families.
- Additional documentation related specifically to the grant request may be attached in PDF format (i.e. Notice to Quit, rent ledger, utility bill, W9 or proof of ownership, etc.)
- Grant requests must be received by 5:00 p.m. Wednesday for consideration that week.
- Grant requests should be emailed to [nehar@familyaidboston.org](mailto:nehar@familyaidboston.org).

### **Grant request review process**

- Grant requests received by 5:00 p.m. Wednesday will be reviewed on Thursday.
- Grant decision notification will go to the case manager on Thursday.
- Grant decisions will fall into three categories; approved, declined, or follow-up.
- Checks will not be issued until a W9, utility bill, or appropriate supporting document is provided to FTFP.
- Checks will be made out to the landlord, utility company, etc. and mailed out by Wednesday of the following week.
- Grants that are labeled “follow-up” will be reconsidered in the next cycle pending information requested to the case manager.
- Exceptions to this timeline for the grant review process are made on a case-by-case basis in the event of an emergency.