



## 2024 IMMIGRANT YOUTH ADVANCEMENT PROGRAM

### GRANT APPLICATION

On behalf of Mayor Michelle Wu, the [Mayor's Office for Immigrant Advancement \(MOIA\)](#) and the [Worker Empowerment Cabinet/Office of Youth Employment & Opportunity \(YEO\)](#), we thank you for your interest in becoming a partner organization with the City of Boston 2024 Immigrant Youth Advancement Program **for Summer 2024**. Boston-based nonprofit organizations serving immigrant populations are invited to apply.

To promote greater diversity among immigrant youth who will benefit from the summer program, we encourage individual organizations and established networks of multiple organizations to apply. Applicants must meet the eligibility criteria and have the organizational capacity to manage the operational components and fiscal responsibilities of the program. The selected entities must be willing to work closely with the City of Boston to provide reporting on all aspects of the program.

[All applications and required documents](#) are due by **Wednesday, May 22, 2024, at 5:00 PM**. (No extensions.)

For more information, please contact [IYA@boston.gov](mailto:IYA@boston.gov).

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### Grant Purpose and Details

The City of Boston is offering a grant to recruit and offer work experience opportunities to immigrant youth, ensuring that their program involvement is engaging, meaningful, and a building block for their professional development and personal success. Organizations will provide leadership development and professional skills attainment in a culturally and linguistically sensitive manner, offering access to programs that are essential to their economic and social inclusion. In collaboration with nonprofit organizations across the City, we seek to support program models that offer immigrant youth the 21st-century skills to succeed when they enter the workforce as well as early exposure to various career

paths. Programmatic costs and payments to youth will be funded through this grant.

**Program Requirements:**

- Programs must run for 6 weeks between Early July and September 1, 2024.
- MOIA and YEO recommend a breakdown of 14 hours of work readiness experience and 5.5 hours of academic support/leadership development (with the youth working a maximum of 19.5 total hours per week).
- Program partners are required to provide varying skill development opportunities for immigrant youth during the academic support/leadership development time. Skill development can include, but is not limited to:
  - Academic skills (i.e. reading, writing, math)
  - Communication skills (i.e. public speaking, writing, and writing emails)
  - Organizational skills (i.e. time management, keeping a calendar)
  - Money management (i.e. financial literacy, paying bills, using bank accounts)
  - Computer skills (i.e. using Word or Excel, programming)
  - Job readiness (i.e. writing a resume, finding & applying to jobs, interviewing)
  - Conflict resolution (i.e. finding peaceful ways to solve disagreements with peers)
  - Responsibility and safety (i.e. workplace safety, taking initiative, dependability, and professionalism)
  - Other life skills and workplace development topics.

**Operating Responsibilities for Accepted Partner Organizations:**

- Must have the capacity to host 10 or more youth.
  - We welcome collaborative applications from organizations with a lead partner, where each organization must host a minimum of 10 youth.
- Designate a staff person to serve as the primary point of contact.
- Manage and administer the recruitment process of youth.
- Provide MOIA and YEO with an initial participant roster that include: participant name, confirmation of school enrollment & zip code of residency, age, gender, school grade, and race/ethnicity. Then, share biweekly roster reports of youth in their programs.
- Every two weeks, provide YEO and MOIA with youth payment amounts.
- Submit a 6-week detailed curriculum, indicating the planned leadership development and professional skills attainment opportunities offered to youth.

- Monitor program hours and timesheets. (Copies of timesheets will be due to YEO and MOIA biweekly, according to the organization's payment schedule.)
- Selected grant administrators will process timesheets and produce payments for the youth (youth must be paid on a biweekly payment cycle.)
- Attend a kick-off meeting and an in-person or virtual convening at the end of the program.
- Provide a financial and programmatic report, and return any unused funds. Please refer to the Timeline and Process breakdown below.
- All partner funding recipients must sign a Grant Agreement and invoice.

#### **Selection and Evaluation Criteria:**

- Boston-based non-profit 501(c)3 organization (or work with a fiscal sponsor)
- Good financial standing based on the organization's form 990 (or most recent financials)
- Must be able to recruit immigrant youth between the ages of 14-24 who are residents of the City of Boston, currently enrolled in high school, post-secondary education or a GED/HiSET/Alternative Education program.
- Youth recruited through this program must not be enrolled or being paid by any other funding source (i.e., organizational budget; City Department Youth Grants: HHS, BCYF, OPS, OWD; ABCD; MLK Scholars; Private Industry Council; Youth Options Unlimited)
- Proven record of working with immigrant populations and experience providing leadership development and professional skills attainment to immigrant youth.
- Demonstrated financial infrastructure/capacity to manage grant partnership, funds, and administer payments on time.
- Complete and detailed application - with much emphasis on thorough and engaging youth development program descriptions.
- Engagement and outreach plan to recruit immigrant youth to join your work experience program.
- If applying on behalf of a network of organizations:
  - Have a strong record of effectively administering programs that require partnership, collaboration, and good governance across diverse nonprofits.
- If you're interested in the School Year program, please complete this [interest form](#) to receive updates on when the grant application for the School Year program opens.

**Additional Criteria for Networks:**

- Attach letters of support from each organization under the network
- Submit a separate budget for network coordination costs. Please include information explaining the additional costs (and responsibilities of those roles).
  - MOIA reserves the right to award full or partial funding for network coordination roles. In the event that partial funding is awarded, MOIA will require an updated budget.
- Excluding network coordination costs, all grant funding received as a network must be divided proportionately among partners, based on the amount of youth served by each organization.

**Total Funds Available:** Up to \$774,480.

**Amount Available per Youth Served:** Up to and not to exceed \$2,305 per youth (\$1,755 for payments, based on federal minimum wage, and \$550 for programmatic costs). In addition, organizations will be eligible to receive 5% for any indirect / administrative expenses (accounting, payment processing, fiscal sponsorship fees).

- Programmatic costs include staff time devoted to the program, materials/supplies, and related costs for program activities.

**Payment Schedule:** Upon signing of the contracting documents, the City will make two payments to selected partner organizations.

- Payment Period 1: 60% of total funds to be paid out to the organization mid-July 2024.
- Payment Period 2: 40% of remaining funds to be paid out in early August 2024.

**Example of a maximum budget for a program partner applying to host 10 youth:**

Payment Period	Youth Payment	Programmatic Costs	5% Admin Overhead	Total
Mid July 2024: 60%	\$10,530	\$3,300	\$691.50	\$14,521.50
Early August 2024: 40%	\$7,020	\$2,200	\$461	\$9,681
Total Payments	\$17,550	\$5,500	\$1,152.50	\$24,202.50

**Timeline & Process:**

Details	Due Date
Application posted/release date	Wednesday, April 24, 2024
Applications are due by 5:00 PM via link <a href="#">here</a>	Wednesday, May 22, 2024
Review period by City of Boston	Week of May 22, 2024
City will notify award recipients	Monday, June 10, 2024
Kick-off meeting with award recipients (in-person, location and time to be determined)	Friday, June 21, 2024
Payment #1 to award recipients	Mid-July 2024
Summer program expected to be in operation	Between Early July & September 1, 2024
Payment #2 to award recipients	Early August 2024
Financial and Programmatic Report Due	Mid-September, 2024
Return Unspent Funds	Early October 2024

# City of Boston Summer 2024 Immigrant Youth Advancement Program

## Application

[All applications must be submitted online here](#)

### Application Eligibility Requirements

- Is your organization classified as a non-profit 501(c)3 tax-exempt organization (or have an identified fiscal sponsor)? Y/N
- Does your organization serve immigrant populations regardless of immigration status? Y/N

Please note: a “No” answer to any of the above questions will result in the ineligibility status of your organization to receive this funding and your application process will end.

### Organizational Overview

- Applicant Organization Name:
- When does your organization provide youth programming?
  - Summer
  - Fall
  - Winter
  - Spring
- What is your organization's mission?
- What is your organization's website?
- OPTIONAL: If your organization is on social media, please include your username(s), or a link to your page in the space provided below:
  - Facebook
  - X
  - Instagram
  - YouTube
- Organization Logo
- Organization Street Address
- Organization State
- Organization Zip Code
- Organization's Annual Budget
- Primary Contact Person (First and Last Name) (This person will be our initial point of contact for general program updates and other mandatory partner requirements):
- Primary Contact Person Title:
- Primary Contact Email:
- Primary Contact Phone Number:

- Executive Director Name
- Executive Director Email
- Executive Director Phone Number:
- Demographic Information on Organization's Leadership *This is a multi-select question. Please answer this question for your President/Executive Director.*
  - American Indian-led
  - Asian- or Pacific Islander-led
  - Immigrant-led
  - Woman-led
  - Black- or African-American-led
  - LGBTQI-led
  - Hispanic/Latinx-led
  - Older Adults (60+)-led
  - Veteran-Led
  - Led by people with disabilities
  - Youth-led
  - Other
- Is your organization a registered 501(c)(3) tax-exempt non-profit?
  - Yes (If yes is selected, continue to the next section, "Additional Organizational Information".)
  - No, we will be using a fiscal sponsor. (If no is selected, continue to the section "Fiscal Sponsor Information".)

### **Additional Organizational Information**

*The below information is required for all 501(c)(3) organizations.*

- Organization EIN Number
- Please upload a copy of your organization's most recent Form 990 that was filed with the IRS. If your organization is not required to file a Form 990, 990-EZ, or 990-N (e-postcard) please upload your most recent audited financial statements or annual report.
- Please provide a signed IRS Form W-9 from your organization.\*
  - If needed, a blank IRS Form W-9 can be filled out at this link:  
<https://www.irs.gov/pub/irs-pdf/fw9.pdf> Please make sure it is signed before uploading.
- By checking this box, please confirm that your organization is in good standing with both the MA Attorney General's Office and the IRS.
- City of Boston Supplier/Vendor ID please include this exact language in your grant application:
  - Supplier/Vendor ID is NOT required to apply for a grant, but the Supplier/Vendor ID MUST be established before a grant is approved,

and a payment is processed. Detailed instructions for first-time or returning users who need help can be found here: [Supplier/Vendor ID Instructions](#).

- Please email [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov) or call 617-961-1058 for additional assistance.

**Fiscal Sponsor Information (if applicable):**

- Fiscal Sponsor Organization Name
- Fiscal Sponsor Organization Street Address
- Fiscal Sponsor Organization City
- Fiscal Sponsor Organization State
- Fiscal Sponsor Organization Zip Code
- Fiscal Sponsor Organization EIN#
- Please upload a copy of your fiscal sponsor's most recent Form 990 that was filed with the IRS. If your organization is not required to file a Form 990, 990-EZ, or 990-N (e-postcard) please upload your most recent audited financial statements or annual report.
- *Please check this box to confirm that your fiscal sponsor is in good standing with both the MA Attorney General's Office and the IRS.*
- Fiscal Sponsor Organization Contact Person Name
- Fiscal Sponsor Organization Contact Person Email Address
- Fiscal Sponsor Organization Contact Person Phone Number
- Please enter your fiscal sponsor's City of Boston Supplier/Vendor ID:
  - Your fiscal sponsor must have a valid Supplier/Vendor ID number to receive a grant from the City of Boston. This also enables your fiscal sponsor to sign up for direct deposit if you are selected to receive a grant.
  - Supplier/Vendor ID is NOT required to apply for this grant, but the Supplier ID MUST be established before a grant is approved, and a payment is processed.
  - Please email [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov) or call 617-961-1058 for additional assistance. For assistance using the Supplier Portal, creating a new vendor account, updating existing vendor account updates, creating a User ID, etc. you will find detailed instructions with screenshots [at this link](#).
  - If your fiscal sponsor does not have a Supplier/Vendor ID yet, please enter "Pending" below.

**Youth Advancement Program Information**

- Do you have multiple sites where the youth will be placed?



- Yes
- No If yes... more than one site, please provide the addresses of where youth will be placed (Street number and street name only)
- Please list the neighborhoods where your organization or network plans to recruit immigrant youth for the program:

Allston	Charlestown	Hyde Park	North End	South End
Back Bay	Dorchester	Jamaica Plain	Roslindale	West End
Boston (downtown)	East Boston	Mattapan	Roxbury	West Roxbury
Brighton	Fenway	Mission Hill	South Boston	

- Description of the organization. Please include your organization's history, goals and objectives, programs and services, and organizational structure. (300 words or less)
- How many full-time staff of the organization? Please describe the staff person that will be responsible for implementing the Summer 2024 Youth Advancement Program at your organization
  - What are their qualifications and experience in youth development? Please demonstrate that staff performing the work have cultural and linguistic competency in reaching and engaging the immigrant populations.

### **Applicant Experience and Capacity**

- What is the total number of youth that your organization is requesting to host and how many Dreamers (students without immigration status) do you anticipate serving?
- How will your program operate during the 2024 summer?
  - Hybrid: In-person and Remote
  - Completely In-Person
- If operating remotely, what is your organization's plan to address digital connectivity needs? (e.g. access to the internet, digital literacy and skill development, access to technology devices, etc.)
- Please describe how you intend to recruit immigrant youth for this program?
- Please indicate with as much detail as possible the type of work-readiness and skill development workshops and training your program will provide to immigrant youth.

- If your organization already has a curriculum in place, please upload the curriculum here.
- In what ways will your organization(s) evaluate the performance of your youth fellows? (e.g. 1:1 Check-Ins, Written Evaluations, 360 Feedback, etc)
- Please list the daily range of hours that youth will work at your organization (e.g. 8am – 8pm). Please note that youth can be paid for a maximum of 19.5 total hours per week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							
Total Hours							

### **Budget Information**

- Upload a detailed program budget that includes payments to immigrant youth, as well as programmatic and administrative expenses, [Grant Application - Budget Template](#).
- Budget narrative - This should explain each item on your attached budget and how it supports your organization in completing the work described throughout this application.
- Is your organization receiving funding from other sources for this work? If so, please list the funding sources and amounts.

### **Terms of Agreement and Application Submission**

Applications will be reviewed and applicants will be notified of our decision by Wednesday, June 5, 2024.

Please check the boxes below before submitting your application.

- ☐ By checking this box, I certify that no employee or board member of the applicant organization, nor any immediate family member of such an individual, is currently nor has been within the past twelve months, an employee, agent, consultant, officer, elected or appointed official of the City of Boston. “Immediate family member” shall include an employee’s spouse, and their parents, children, and siblings. By checking this box, I further acknowledge that Massachusetts General Laws Ch. 268A, the Conflict of

Interest Law, applies to all recipients of City of Boston grants and their conduct associated with the receipt of these public funds.

- ☐ By checking this box, I understand and accept the terms of the grant program and those set forth in the [City's Grant Agreement and Standard Terms](#).
- ☐ By checking this box, I certify that all information contained in this application is correct.
- ☐ By checking this box, I certify that I am authorized to sign and submit the partnership application on behalf of the organization applying to the Summer 2024 Immigrant Youth Advancement Program.

By writing your name and date below, you certify that all information is true and correct to the best of your knowledge.

Electronic Signature of Executive Director

Date