

**REQUEST FOR PROPOSALS**  
**SHA Provider Grants**  
**Fiscal Year 2018**

**Effective as of February 12, 2018 through March 19, 2018**  
**SHA will be accepting proposals from established agencies to provide direct services to SHA tenants.**

All applicants must submit a typed proposal not exceeding four pages (this includes supporting documents).

The application **deadline is Monday, March 19, 2018 at 4:00 p.m.** Please be concise. The format for proposals is as follows. Please answer the questions in the numbered order in detail. Any proposal received that is not in the format below will not be accepted. If you have any questions, please contact Beth Munroe-Howe at 617-625-1152. Please mail or drop all proposals to:

**Beth Munroe-Howe**  
**30 Memorial Road**  
**Somerville, MA 02145**

- I. Describe the program in detail. Give information regarding the goals of the Program, if a repeat program, summarize the past success and include new strategies to improve the program if needed. Why do residents need your Program? How is it different from other programs? Include how you will collaborate with other agencies to achieve your goals.
- II. Describe the population (age, development(s), special needs, etc.) you intend to serve.
- III. Describe how you plan to recruit residents to participate in your program. It is imperative that applicants have a plan to market programs fairly to all residents applying for slots in your program.
- IV. Outline the budget of the program in detail including matching funds or in-kind services. **Please note: All Grantees will be required to provide to SHA a required quarterly report and invoice for services.**

Grants will be awarded for **SHA fiscal Year: April 1<sup>st</sup> through March 31<sup>st</sup>.**

**FUNDS AWARDED MUST BE USED WITHIN THAT CURRENT FISCAL YEAR. Any remaining funds will be recaptured and retained by SHA.**

*Applicants must submit proposals for activities that will take place from April 1<sup>st</sup> and be completed by March 31<sup>st</sup>.*

Grantees are expected to attend and discuss progress at regularly scheduled Provider Services Meeting each month at the SHA Mystic Activity Center.