

CAMBRIDGE POLICE DEPARTMENT COMMUNITY GRANTS 2007 COMMUNITY APPLICATION FORM

APPLICATION GUIDELINES

- ❖ Applicants must be Cambridge residents or Cambridge-based not-for-profit organizations.
- ❖ The application form must be submitted at least two weeks prior to the project or event.
- ❖ You may apply for any amount, up to \$500, per project or event.
- ❖ Upon completion of the project or event, funds will be distributed on a reimbursement basis, approximately 6-8 weeks after the required reimbursement forms, accompanied by receipts, are received by this office. *NOTE: Forms with accompanying receipts must be returned within sixty days of the project or event.*
- ❖ **Reimbursement Guidelines: Original receipts ONLY. Photocopies cannot be submitted. Any handwritten or computer generated receipts must be accompanied with proof of payment, copy of canceled check or credit card statement.** *NOTE: Do not pay cash to any vendor (entertainment, musician, clowns, etc.) that cannot provide you with an official receipt.*

***Reimbursement without appropriate back up documentation will not be considered for payment.**

- ❖ Funds may not be used to pay salaries or to buy fixtures or equipment. Funds may not be used to purchase food or beverages.
- ❖ If approved, the following sentence must be included on all publicity, press releases, programs, flyers, and posters:

Funds provided by the Massachusetts Executive Office of Public Safety
As administered by the Cambridge Police Department

- ❖ A report will be required upon completion of the project or event.

Mail completed application form/receipts to: **Holly Bernier, Cambridge Police Department
5 Western Avenue, Cambridge, MA. 02139**

Name of Applicant/Organization: _____

Address of Applicant/Organization: _____

_____ Zip: _____

Telephone: _____ E-Mail: _____

Contact Person: _____

<i>FOR POLICE DEPARTMENT USE ONLY</i>	Approved/Denied
Date Received _____	_____ <input type="checkbox"/> / <input type="checkbox"/>
Requested \$ _____ Approved \$ _____ Reimbursed \$ _____	_____ <input type="checkbox"/> / <input type="checkbox"/>
NOTES: _____ _____	_____ <input type="checkbox"/> / <input type="checkbox"/>

PROJECT/EVENT DESCRIPTION

Proposed Project/Event: _____

Day & Date: _____ Rain Date: _____

Beginning Time: _____ Ending Time: _____

Location: _____

Amount Requested: \$ _____

What will the grant money be used for? Itemize all anticipated expenses:

_____	_____
_____	_____
_____	_____
_____	_____

Anticipated number of participants: _____ Neighborhood Served: _____

How will this project or event meet the goals outlined in the *Partners in Problem Solving* guidelines?

How will police officers participate in this project or event?

How will police officers be involved in an on-going basis?
