



THE FAMILY-TO-FAMILY PROJECT

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Grant Guidelines

History and Mission

Founded in 1988 by a neighborhood of families from Cambridge, the Family-to-Family Project aids families who are losing or have lost their homes. Timely, innovative and flexible grants help families to restore hope and to find and keep housing.

Funding for the Family-to-Family Project (FTF) is provided through private donations including individuals, corporations and foundations. Our contributors fund this Project with the confidence that FTF makes a significant difference in the lives of families and children throughout the greater Boston region. FTF is committed to working with affiliated agencies 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.

The Purpose of FTF Grants

Grants from the Family-to-Family Project are made for the express purpose of assisting homeless families to move out of shelter into permanent housing or to remain in their homes. Family-to-Family grants are to be considered when all other sources of funding have been explored. The Project requires that at least one caseworker work with a family to determine needs and assist with exploring all other possible funding resources. Grants are given for a range of needs, determined to ensure stabilization and long-term sustainability of housing.

Parameters of Grants

FTF estimates that resources totaling \$3,000 - \$5,000 are needed to move a family from shelter and into permanent housing. FTF considers grant requests of any amount, but recommends that case managers and families work together to develop a realistic and agreed upon budget.

FTF will not provide funding or accept requests from the following:

- Employee's of affiliated agencies or FTF
- Family members, friends or anyone with an association to FTF (employees, board members, relatives)
- Directly from families, individuals or other non-affiliated agencies
- Requests related to entertainment, clothing and other non-necessity items such as televisions, stereos, VCR's, cable television bills

In addition, FTF is unable to fund requests for families for whom maintaining their housing is clearly unattainable in the short and long-term. FTF is unable to assist families moving outside of Massachusetts or who are currently residing outside of Massachusetts.

The Family-to-Family Project Grant Guidelines

Accessing FTF Funding

FTF requests the following from agencies:

- One agency contact – this person will be asked to sign submitted requests, providing receipts and other documentation on behalf of agency/family.
- A completed application form on behalf of the family that includes budget and copies of related documentation (e.g. eviction notice, utility bill).
- Follow-up documentation when requested from the FTF regarding families who've received assistance including follow-up information at 6 months and 12 months post-grant.

Additional Information:

- The FTF reviews requests each week on Tuesday. For consideration at this review, requests must be received on Monday by 4:30 pm.
- Agency contacts will be notified via phone regarding grant decisions along with requests for additional information when necessary
- Approved requests for funding will mailed on/by Thursday of each week.
- Incomplete requests may be denied.
- No grants are payable directly to families.
- FTF will provide agency liaisons with a detailed account of their funding requests each year.

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