



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 the Family-to-Family Project helps families restore hope as well as find or retain their housing.

Financial Assistance Overview

Funding for the 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.
- be actively engaged in case management.
- have completed monthly budgets which are sustainable 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).
- have already accessed or is not be eligible for other public or private funding.
- not have been previously funded through FTFP.
- residing in the Commonwealth of Massachusetts.
- paying 50% or less of net income towards rent with or without assistance.
- can demonstrate some security in income.

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/housing 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, etc.)
- Grant requests must be received by 5:00pm Monday for consideration that week.
- Grant requests should be emailed to christina@ftfp.org.

Grant review process

- Grants received by 5:00pm Mondays will be reviewed on Tuesdays
- Grant decision notification will go to the case manager/housing advocate by Wednesday at noon
- Grant decisions will fall into three categories; approved, declined or follow-up
- Grants that are approved will have checks issued and mailed by Thursday made out to the agency; please contact FTFP staff for exceptions to this policy
- Grants that are follow-up will be reconsidered in the next cycle pending information requested to the case manager/housing advocate
- Exceptions to this timeline for the grant review process are made on a case-by-case in the event of an emergency.