

**CAMBRIDGE / AGASSIZ / HARVARD
COMMUNITY, CULTURE, AND RECREATION FUND (CAH Fund)
GUIDELINES**

This donor-advised fund was created by Harvard University and the Agassiz Neighborhood to support a range of programs to benefit the community and to enhance the quality of life within the City of Cambridge and the Agassiz community. The CAH Fund is managed by a seven-member advisory board of City, community, and university representatives and is administered through the Cambridge Community Foundation.

The CAH Fund is expressly intended to supplement rather than replace existing sources of funding. It encourages 'pilot' projects and collaboration among nonprofits. Grants can support the strengthening of organizational capacity, self-reliance, and sustainability. Activities must be open to all Cambridge residents and encourage inclusion of diverse racial, ethnic, and socio-economic constituencies. Preference will be given to projects of the Agassiz community or agencies seeking to increase the access of under-served groups and people of modest means to: community, culture, health, environmental sustainability, education, recreation, or community building opportunities.

Eligibility: your agency must be a 501(c)(3) and your program must serve the people of Cambridge, MA. An average grant is \$5,000. Typically, agencies will receive funding only once a year.

PROPOSAL DEADLINES: October 15 and April 15.

Proposals must be submitted via email to the fund administrator at psinclair@agassiz.org no later than 5PM on the due date (if this falls on a weekend/holiday, proposals are due by 5PM the following business day).

Agencies must submit:

- An electronic copy of the proposal with the completed CAH Fund Proposal Summary Sheet
- IRS determination letter confirming the organization's tax-exempt status
- 1 copy of the organization's most recent annual audit report

Proposals must include the following:

1. A CAH Fund Proposal Summary Sheet
2. A statement of agency and project goals (please limit this to 1 page)
3. A description of the project and budget for which funds are being requested (no more than 5 pages)
Please be clear on: goals, outcomes, and how you intend to evaluate the effectiveness of your project
4. An agency budget for the current year
5. A list of the organization's current Board of Directors

Up to 3 pages of optional support materials may also be included electronically.

An evaluation of your project is required at its conclusion or within one year of submission. (New proposals will not be considered from agencies who have not submitted an evaluation from a previous grant.)

If you have questions about the application process or appropriateness of your proposal, please contact **CAH Fund Administrator, Phoebe Sinclair at psinclair@agassiz.org or 617-349-6287 Ext. 10.**