

**APPLICATION FOR DISTRIBUTION FROM CONSUMER
PROTECTION AND EDUCATION FUND: YEAR 2023 CYCLE**

I. NAME OF APPLICANT(S): **JOINT APPLICANT (if applicable):**

Address: _____	
Phone Number: _____	
Fax Number: _____	
E-mail (if available): _____	
Contact Person(s): _____	

II. STATUS OF APPLICANT (please check and provide information as appropriate, using separate pages if necessary)

A. Is Applicant a Governmental Agency or Authority?
Yes _____ No _____

If yes, describe the agency's function and responsibilities (not necessary if applicant is consumer protection division of Office of the Attorney General).

Identify those persons, if known, who would oversee the proposed project and attach resumes of each.

Does Application have joint written support of two state Attorneys General?
Yes _____ No _____

B. Is Applicant a Not-for-Profit Entity? Yes _____ No _____

If so, please provide the following information on separate page(s):

1. Describe the purpose or mission of the applicant.
2. Attach evidence of Applicant's present status as a not-for-profit entity under § 501(c)(3) of the Internal Revenue Code.
3. Attach evidence of written support of two state Attorneys General for this Application (these letters should come from the Attorneys General of the recommending states, not from a staff person). The Special Committee will consider the relative degree of support from the Attorneys General. The Committee is especially interested in learning from the Attorneys General (i) how they know about the applicant, (ii) what their offices' prior direct experiences have been with the applicant, (iii) their familiarity

with the applicant's project, and (iv) why the Attorneys General endorse the project and believe that the program at issue will be helpful for consumers.

4. Provide information demonstrating that the Applicant has successfully operated consumer protection and/or consumer education programs for at least three years (or, in the event that the Applicant has not existed for three years, provide such information for Applicant's principals).
5. Attach resumes for persons who would manage the program for the Applicant.
6. Provide detailed information concerning the Applicant's present source(s) of funding.
7. Describe the insurance which applicant has to indemnify against loss related to any defalcation, misuse, or improper expenditure of grant funds. Please provide a copy of the policy or bond.
8. Provide a copy of a resolution of the applicant's board of directors or similar documentary evidence authorizing the signatory to this application to act as the applicant's agent in connection with this grant.

III. APPLICANT'S PROPOSAL

In a separate document, describe the proposal for which Applicant seeks funding. Please include:

- A. The perceived need for the program and how Applicant identified such need.
- B. The anticipated public benefits to be served by the grant, and how the benefits would be achieved. Please include a description of the region and/or target group that will be served by the proposed project and how the proposed project and any materials developed through grant funds may produce benefits extending beyond the region and/or target group immediately affected by the grant.
- C. Where the application concerns an investigation or potential litigation, a description of the potential investigation and litigation.
- D. A description of all equipment and materials, including brochures, pamphlets, and audio, video, and electronic materials that will be prepared, developed, used, purchased, or rented with grant funds in connection with the proposed project. Drafts, detailed descriptions, or copies of content to be used in the applicant's project should be submitted to provide such specificity, if possible.
- E. Of the materials set forth in response to paragraph D, a description of how those materials may have use or application outside of the proposed project, *e.g.*, written materials describing consumer rights under particular federal laws.

- F. A *detailed itemization* of all costs and expenses related to the proposed projects that are expected to be paid from the grant. (If applicable, include a description of how other elements such as volunteer labor or collaboration with other agencies will be integrated into the project.)
- G. A detailed description of goods and services, such as personnel, travel and transportation, and materials to be used in connection with the proposed project that are funded from sources other than the grant.
- H. The name, address, and telephone number of each source of funds (other than the grant) expected to be used in connection with the proposed grant project.
- I. A statement of whether the applicant intends to continue with the proposed project after the end of the grant term and, if so, the applicant's expected source of funding for continuing the project. If not, will there be some lasting benefits to the community, the target population or other organizations working in the field?
- J. A description of how the proposed project relates to other projects in the program area, *e.g.*, whether the proposed project supplements or duplicates other programs.
- K. A description of how the applicant:
 - 1) will ensure that distribution by the Special Committee will be used solely for purposes proposed in the Application; and
 - 2) intends to report to the Special Committee concerning the results of the grant, including a discussion of how the applicant intends to measure the success of the grant (i.e., if the application is to fund a brochure, how does the applicant intend to determine whether the brochure actually impacted consumer behavior; if the application is for a pilot program to train bankruptcy attorneys, how does the applicant intend to determine whether the training resulted in any significant improvement in debtor representation). Appropriate non-staffing costs for such measurement may be included in the monies sought by the application.
- L. If the application is for continuation of a grant approved during a previous grant cycle, a description of the steps taken by applicant to determine the efficacy of the program during the prior grant cycle.

IV. REPRESENTATIONS BY APPLICANT

A. Requests for Travel or Staff Expenses

Please answer the following questions:

- Does the application include a request for travel expenses? Yes No
- Does the application include a request for staff expenses, such as funding for salaries or benefits? Yes No

If you answered “yes” to either of these questions, please provide a detailed explanation of the extraordinary circumstances justifying your request. (Please see page 2 of the Instructions, “Staff and Travel Expenses Rarely Funded”, for more information).

B. Authority and Use of Funds

The undersigned is the responsible person for this Application, has been duly authorized by the Applicant to act as its agent in connection with this application, and hereby certifies that the information in this Application, including attached documents, is true. The undersigned has read the Order governing the Consumer Protection and Education Fund and understands its terms. The undersigned further represents that the funding requested will not be used to pay for regular staff of the agency or entity applying for this grant, and that the existing budget of applicant will not be reduced should the application be approved.

Signed: _____

Title: _____

Scan and E-mail Your Application and Attachments to the Special Committee, c/o Fund Administrator Lois Martin, at: Lois.Martin@Mass.Gov