
CECELIA J. SMOLENSKI/MILLETTE CHARITABLE TRUST

Grant Application

Grant Details:

The Trustees of the Cecelia J. Smolenski/Millette Charitable Trust are soliciting grant proposals from interested parties in support of projects and programs that promote and foster recreational and literacy opportunities and activities for the benefit of children in the Town of Oxford.

Eligibility:

This grant application covers two trusts which are collectively referred to as the Cecelia J. Smolenski/Millette Charitable Trust. While some projects may be eligible for funding through both trusts, others may only be eligible for funding through one. Please review the requirements for each trust to see if your proposal is eligible for funding. However, only one application is required.

Trust I

- Proposals must exclusively be for charitable, literacy or educational purposes.
- Proposals must promote and foster recreational or literary opportunities and activities for the benefit of the children of Oxford ages sixteen (16) years and under.
- Proposals may assist children of Oxford in participating in sports outside the school sponsored activities.
- Proposals may assist in the development and enhancement of the playground areas in Oxford.
- Proposals may assist the Bandstand Committee in organizing activities at the bandstand suitable for children.
- Proposals may assist Library Trustees with the promotion of literacy and the appreciation of reading amongst the children of Oxford.

Trust II

- Proposals must exclusively be for charitable, recreational, literacy or educational purposes.
- Proposals must promote and foster recreational or literary opportunities and activities for the benefit of the children of Oxford ages sixteen (16) years and under.
- Proposals may assist children of Oxford in participating in sports outside the school sponsored activities.
- Proposals may assist in the development and enhancement of the playground areas in Oxford.

CECELIA J. SMOLENSKI/MILLETTE CHARITABLE TRUST

- Proposals may assist the Bandstand Committee in organizing activities at the bandstand suitable for children.
- Proposals may assist Library Trustees with the promotion of literacy and the appreciation of reading amongst the children of Oxford.
- Proposals may seek funding to furnish, equip, operate and support a Community Center for the residents of the Town of Oxford and to facilitate programs for children and adolescents under the age of eighteen (18).

****Note: Funding from either grant may not to be used for activities that are traditionally considered to be the obligation of the Town of Oxford or School Department.**

Application Requirements

- A.) Completed Application
- B.) Written Project/Program Proposal
- C.) Estimated Summary of Costs
- D.) Certificate of Vote (if applicable)
- E.) Revenue Enforcement and Protection Certification
- F.) W-9

CECELIA J. SMOLENSKI/MILLETTE CHARITABLE TRUST

Attachment A: Application

Applicant Name: _____

Grant Prepared By: _____
Name, Title

Project/Program Name: _____

Phone Number: _____ **Email:** _____

Address: _____

Total Project/Program Cost: \$ _____

Less Matching Funds: \$ _____

Less In-Kind Services: \$ _____

Total Grant Amount Requested: \$ _____

I certify that all the information contained within this application is true and accurate and that I, _____, am duly authorized to sign this application.

Printed Name

Signed: _____ **Date:** _____

Attachment B: Project/Program Proposal

Directions: Please attach a separate document detailing your project or program proposal and addressing the following:

- General description of project or program.
- How does the project or program relate to the objectives of the Cecelia J. Smolenski/Millette Charitable Trust?
- Where is the proposed location for the project or program?
- What is the timeline for completing the project or program?
- How will the project or program be implemented?
- Who will be responsible for the various steps involved with project implementation?
- How many Oxford children will be impacted if this project or program is funded?
- If the project or program relies on matching funds or in-kind, please describe.

CECELIA J. SMOLENSKI/MILLETTE CHARITABLE TRUST

**Attachment C: Estimated Summary of Costs
Staff Budget**

Program/Project Staff	Budget
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Sub Total	\$
Payroll Taxes	\$
Fringe Benefits	\$
Total Program Staff	\$

CECELIA J. SMOLENSKI/MILLETTE CHARITABLE TRUST

**Attachment C: Estimated Summary of Costs
Services and Supplies**

Services & Supplies	Budget
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Services & Supplies	\$
Occupancy	
Facility	\$
Facility Operations (Maintenance & Furnishings)	\$
Total Occupancy	\$
Subtotal Total Staff (Previous Page) + Total Services and Supplies + Total Occupancy	\$
Administrative Report	
Agency Administrative Support Allocation	\$
Capital Budget (Next Page)	\$
Program/Project Total	\$

CECELIA J. SMOLENSKI/MILLETTE CHARITABLE TRUST

Attachment C: Estimated Summary of Costs
Capital Budget

Capital Budget				
Item To Be Purchased	Need for Item	Quantity	Estimated Unit Cost	Estimated Total Cost
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Total Cost:				\$

CECELIA J. SMOLENSKI/MILLETTE CHARITABLE TRUST

Attachment D: Certificate of Vote (if applicable)

AT A DULY AUTHORIZED MEETING OF THE Board of Directors of the

_____ held on _____ at
(Name of Corporation) (Date)

which all Directors were present or waived notice, it was VOTED, that:

(Name) (Officer)
of this company, be and is hereby authorized to execute contracts and bonds in the name and
behalf of said company, and affix its corporate seal thereto, and such execution of any contract
or obligation in this company's name on its behalf by _____ under seal of
(Officer)
the company, shall be valid and binding upon this company.

A true copy,

ATTEST: _____

Place of Business: _____

Date : _____

I hereby certify that I am the clerk of the _____
(Name of Corporation)

that _____ is duly elected _____ of said
(Name) (Officer)

company, and that the above vote has not been amended or rescinded and remains in full force
and effect as of the date of this document.

(Corporate Seal)

CECELIA J. SMOLENSKI/MILLETTE CHARITABLE TRUST

**Attachment E: Revenue Enforcement and Protection Certification
(REAP)**

Pursuant to Mass. G.L. Ch 62C, Section 49A, I certify under the penalties of perjury that I have filed all Mass. State Tax returns and paid all Mass. State and Town taxes required under law.

Company Name: _____

Street and Number _____

City or Town _____

State & Zip Code _____

Tel. No. _____

Social Security Number

Or

Federal Identification Number _____

Are you certified by State Office of Minority and Women Business Assistance (SOMWBA)?

Yes _____ No _____ Date Certification _____

Failure to complete this form may result in rejection of this proposal.

Authorized Signature

CECELIA J. SMOLENSKI/MILLETTE CHARITABLE TRUST

Attachment F: W-9

Please attach a W-9 to your completed application packet.