



CITY OF NEWBURYPORT  
AFFORDABLE HOUSING TRUST  
60 PLEASANT STREET • P.O. BOX 550  
NEWBURYPORT, MA 01950  
(978) 465-4400

## COMMUNITY PARTNERS PROGRAM GUIDELINES

The Community Partners Program is offered through the City of Newburyport's Affordable Housing Trust and offers small grants of up to \$10,000 for registered non-profit organizations who own and/or manage affordable residential units in Newburyport to be put toward costs associated with projects, repairs, and replacements of appliances in the units. This program is intended to assist these organizations in funding very small repair-type projects for the general improvement of the affordable units so that non-profits can continue to provide safe, clean, and efficient housing opportunities in the community.

The application is available in the Planning Office or at  
<https://www.cityofnewburyport.com/affordable-housing-trust/files/community-partners-program>

### Who is eligible?

Applicants must meet the following eligibility requirements:

- The organization must be a registered, 501 (c) 3 group whose mission statement includes providing and/or supporting affordable housing
- The organization must own and/or manage the affordable unit in which the grant funding will be used
- The affordable unit in which the grant funding will be used does not need to have an affordability deed restriction; the applying organization must illustrate, through published tenant selection criteria that the unit is rented to an individual or family that makes less than 80% area median income for the Boston-Cambridge-Newton Metro Area. This information may be accessed via the Department of Housing and Urban Development [website](#).
- The organization must be in good standing, in terms of taxes, mortgages, and any other obligations, financial or otherwise, with both the Commonwealth and the City of Newburyport.
- An organization may apply to the Community Partners Program more than one time. However, a funded project must be completed prior to submitting an application for a new project.

### What projects are eligible for funding?

Funding may be used for smaller items and tasks including, but not limited to, replacing carpets, replacing aged or broken appliances, and installing safety features like smoke alarms. Routine maintenance, cleaning, and the like are not eligible projects. The Affordable Housing Trust shall evaluate each application and determine if the proposed expenditure meets the Community Partners Program intent.

### When are grant applications due?

Applications will be accepted on a rolling basis throughout the year; the Trust will accept and consider applications until such time all available funding for this program is expended. The

Affordable Housing Trust shall review applications at their regularly scheduled monthly meetings (typically the third Thursday of every month). Please anticipate a 6-8 week process from the time of application submittal until the Trust votes on the funding request. The Trust shall not grant funding to project(s) that have already begun and/or are completed prior to an application submittal and its consideration by the Trust.

**How is grant funding dispersed?**

Work Conducted by Contractor: Once approved, funding may be dispersed directly to the contractor performing the work upon completion of the grant-funded project. The project manager or representative of the funded organization must submit an invoice for the work as well as a W9 form for the contractor. Alternatively, the organization may choose to pay for the work and seek a reimbursement. The organization must submit a contractor invoice and proof of payment, i.e. the cancelled check, and also a W9 if the organization has never conducted business with the City of Newburyport.

Purchase of Appliances, Smoke Detectors, Etc.: For projects that involve the purchase of items for the unit, the organization must purchase the grant-funded item(s) and provide proof of said purchase in the form of a cancelled check, credit card bill, etc. to seek reimbursement.

The Affordable Housing Trust Administrator may, upon a mutually-agreeable date and time, inspect the grant-funded work in order to insure compliance with the Community Partners Program prior to issuing reimbursement.



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For Planning Office Only  
Date Received  
\_\_\_\_\_

**COMMUNITY PARTNERS PROGRAM  
APPLICATION**

NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF REPRESENTATIVE: \_\_\_\_\_

ORGANIZATION'S ADDRESS: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS OF AFFORDABLE UNIT: \_\_\_\_\_

**PROJECT SUMMARY:** Describe the project for which you are seeking funding.

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**SITE CONTROL:** Check one

The organization owns the residential unit ☐

The organization manages the residential unit ☐

**PROJECT TIMELINE:** Describe the anticipated steps or phases for completion of the Project and their associated timeframes.

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**FUNDING REQUEST:**

Amount of funding requested: \$ \_\_\_\_\_

Other sources of funding, if applicable:

Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

### **REQUIRED ATTACHMENTS**

- ☐ Proof of non-profit status
- ☐ Copy of applying organization's mission/purpose statement
- ☐ Proof of management and/or ownership of the unit for which work is proposed
- ☐ Photographs of item(s) proposed to be repaired, replaced, and/or improved through this grant program – note that the Trust will require photographs upon completion of grant-funded project.
- ☐ Recent written estimate(s) of cost with detailed scope of work – please note that the Affordable Housing Trust reserves the right to request an updated estimate and/or additional estimates

Submit **one paper copy** and **one electronic copy** of the application and required attachments to:

Housing Trust Administrator  
Office of Planning & Development  
City of Newburyport  
60 Pleasant Street  
Newburyport, MA 01950