



**Office of the Bristol County District Attorney**  
**Thomas M. Quinn III**  
***Forfeiture Fund Expenditure***  
**Community Application for Funding**

**APPLICANT INFORMATION**

Name of Organization:

Address:

City:

State:

Zip Code:

Phone: (      )

Fax: (      )

Is applicant a 501(c)(3) non-profit?                      Yes (      )                      No (      )

If no, do you have a fiscal sponsor?                      Yes (      )                      No (      )

Name of fiscal sponsor:

**CONTACT PERSON INFORMATION**

First Name:

Last Name:

Work Phone:

Cell Phone:

Email:

**FUNDING INFORMATION**

Amount of funding sought:  
\$

Please select category for which funding is sought:

Youth     At-Risk Youth     Elders     Drug & Alcohol     Other

Please review our funding guidelines, **answer all 6 of these questions** and **attach your 501c3 certificate**:

- 1.) Organization's Mission Statement
- 2.) Description of activity to be supported by the funding
- 3.) How the requested funding furthers an appropriate law enforcement purpose
- 4.) A detailed account of what the funds will be used for (itemize expenses)
- 5.) Number of individuals to be served
- 6.) Duration of activity

*(IRS 501c3 letter & any additional info not to exceed 4 pages.)*

**For BCDA Administration Use Only**

Date application received:

Decision:    Yes     No

Amount:        \$

Date of decision:

Date of Check Distribution:

## FUNDING GUIDELINES

Please note that funding is NOT applicable to any of the following:

- The funding of salaries or stipends (We may make exceptions for one-time guest speakers or lecturers.)
- General/non-specific operating expenses
- Music, food or entertainment
- Event tickets
- The costs involved to conduct a fundraising event

Please also note that funding is limited and not guaranteed. You may be asked for additional information or for an in-person visit to discuss your request. We prefer to fund specific programs or initiatives and we like to know how the funds will be utilized within the program. (Example: We would like to request \$500 to go toward the ABC program and the funds will be used to purchase 50 textbooks at a cost of \$10 each.) Funding should benefit individuals that reside within one or more of the 20 cities and towns that comprise Bristol County, MA.

- Only one request is allowed by an organization in a calendar year. Most requests/awards are under \$1,000.
  - Applications are reviewed as they are received.
  - Decisions will be made within 90 days of the receipt of your funding application. If the decision is in your favor you will receive a check within 30 days after notification. Please don't inquire about funding prior to the conclusion of this time frame. There is no application deadline so applicants are responsible for determining when they need to apply. For example, if you are looking for funding for a summer program that starts in August then you should apply at least 120 days (90+30) in advance of the start of the program.
  - Funding awards greater than \$1,000 require a Memorandum of Understanding (MOU), submission of a program report and current year budget. Reporting form/guidelines will be supplied with award.
  - Applicants or their fiscal sponsor must supply a copy of their tax-exempt status letter from the IRS.
1. The District Attorney may direct the expenditure of forfeiture money for appropriate law enforcement purposes.
  2. The District Attorney has determined that programs which provide services for at-risk youth by providing constructive, supervised, age-appropriate alternatives that build skills or otherwise remove these youth from high risk activities serve an appropriate law enforcement purpose. This includes but is not limited to after-school programs, youth groups, youth activity and skills-building programs, underage drinking prevention programs, youth conferences, education and outreach initiatives for youth, supervised social programs, youth volunteer activities, community clubs, and general programs that aim to deter at-risk youth from engaging in criminal activity. All are considered to be consistent with furthering this law enforcement purpose.
  3. The District Attorney has determined that programs which provide services, risk education, or crime prevention assistance to elders who are subject to or may face risks of abuse, neglect or other harm are consistent with furthering an appropriate law enforcement purpose.
  4. The District Attorney has determined that general civic affairs which are open to the public may further an appropriate law enforcement purpose as they allow the District Attorney's office to partner with other governmental and non-governmental agencies involved in improving public welfare, safety, and security. This includes but is not limited to crime prevention, reporting and prosecuting crime, as well as raising public awareness about crime prevention and law enforcement resources.
  5. The District Attorney may direct money toward drug rehabilitation, drug education, anti-drug programs or neighborhood crime watch programs.
    - a. Any program which seeks funding for this type of activity must submit an annual audit report to the District Attorney. This report shall include a listing of the assets and liabilities of the program, itemized expenditures of the program and list of the board of directors of the program.
  6. Requests for funding must be submitted via email and must include all requested information as stated in this application.

**Send completed application and supporting documents to:**

**Eric Poulin, Community Funding Program Manager  
Eric.M.Poulin@state.ma.us**

**(Please submit application via e-mail.)**

**Additional Contact Information:**

**Office of Bristol County District Attorney Thomas M. Quinn III  
888 Purchase Street, 4<sup>th</sup> Floor  
New Bedford, MA 02740  
508-961-1973**