



**THE PUBLIC SCHOOLS OF BROOKLINE**  
BROOKLINE, MASSACHUSETTS 02445

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LINUS J. GUILLORY JR., PhD  
SUPERINTENDENT OF SCHOOLS

SAMUEL A. RIPPIN  
DEPUTY SUPERINTENDENT  
OF ADMINISTRATION AND FINANCE

**Request for Grant Acceptance**

June 15, 2022

Motion: School Committee Accepts the grant award as determined by the awarding authority for the grant listed below:

Source	Grant	Award	FY22 Projected Balance/(Deficit)*	Account Number
Brookline Community Foundation (BCF)	Racial Equity Grant Program	\$50,000.00	\$0	TBD

\*Any deficit or balance will be the responsibility of the Superintendent to adjust. Grant managers should not assume that the operating budget will have funding available to cover any over expenditures of grant awards.



Brookline  
Community  
Foundation

## **Racial Equity Grant Program - Winter 2021/2022 Cycle Application**

If you are applying through our online application, you may use this document for planning purposes. If you are applying by submitting a hard copy application, you may complete this application and submit to: Brookline Community Foundation, 40 Webster Place, Brookline, MA 02445 by March 14, 2022. Please see RFP for submission instructions.

### **Grant Program Summary**

**The Racial Equity Grant Program** supports community organizations, nonprofits, and other entities seeking funding for projects, programs and initiatives that advance racial equity and racial justice for the Brookline community. This grant program will provide funding to address racial equity gaps that affect the quality of life for people of color in Brookline.

Please note: While we have included high character limits in our application, we do not expect responses to use the maximum number of characters allotted. Concise responses are welcome.

If you have questions or would like to talk through any part of this application, please contact us at [grants@brooklinecommunity.org](mailto:grants@brooklinecommunity.org) or 617.566.4442.

### **Organization/Group Information**

#### **Organization Name:**

**Brookline Asian American Family Network (BAAFN) and the Public Schools of Brookline (PSB)**

#### **DBA (Doing Business As)**

If your organization is known by another name, please enter it below.

#### **What is the best way to reach you during the grant review process?**

Please include contact name, phone number, and email address

For BAAFN: Chi Chi Wu, 617-359-2916, [chichiwu@hotmail.com](mailto:chichiwu@hotmail.com)

For PSB: Jenee Uttaro, 617-730-2404, [jenee\\_uttaro@psbma.org](mailto:jenee_uttaro@psbma.org)

#### **Vision and Overall Work**

What is your organization/group's vision and overall work? (Please provide a brief overview)

*Character Limit: 5000*

BAAFN was formed to support the needs of Asian/Asian American students and their

families in the Brookline Public School system.

The mission of PSB is to ensure that every student develops the skills and knowledge to pursue a productive and fulfilling life, to participate thoughtfully in a democracy, and succeed in a diverse and evolving global society.

**Tell us about the diversity of your team (staff and/or volunteers)**

*Character Limit: 5000*

BAAFN is led by a Steering Committee comprised of volunteers who all identify as Asian American Pacific Islander (AAPI).

Our team lead from the Public Schools of Brookline is Jenee Uttaro, Senior Director of Educational Equity for PSB. Ms. Uttaro identifies as Black/ African American.

**Is your organization/group BIPOC-led?**

For this grant program, an organization/group is considered BIPOC-led if they meet at least **one of the following three criteria:**

- The organization/group's Executive Director/Chief Executive Officer or Board Chair identifies as BIPOC
- 50% or more of the organization's leadership staff or program directors identify as BIPOC
- 50% or more of board members identify as BIPOC

**Choices**

Yes - X

No

N/A

**If your organization/group is BIPOC-led, please describe which criteria applies to you.**

*Character Limit: 5000*

Co-applicant BAAFN is led by a Steering Committee who all identify as AAPI.

Co-applicant PSB is led by Dr. Linus Guillory, Superintendent, who identifies as Black/ African American.

**Please describe who you work with**

In your answer please respond to the following questions:

- Does your organization or project primarily serve BIPOC communities?
- How do you engage people with lived experience in the issues your project or program is seeking to address?
- How many people do you hope to support/reach through your project or program?

*Character Limit: 10000*

Co-applicant Brookline Asian American Family Network primarily serves the AAPI community in Brookline. We engage with the community through several platforms:

- We have a listserv of over 400 members, most of whom are AAPI Brookline residents
- We have a Facebook page with nearly 350 members, most of whom are AAPI Brookline residents
- We sponsor or co-sponsor annual and one-off events that primarily draw an audience of AAPI residents and visitors, such as our May AAPI Heritage month/Essay contest award ceremony event.

Co-applicant PSB interacts on a daily basis with the AAPI students that we hope to benefit with this project. There are nearly 1,400 AAPI students who attend PSB schools, who would be the main beneficiaries of this project.

**Does your organization/group have IRS 501(c)(3) nonprofit status?** If you are applying on behalf of a governmental body or agency serving the town, please select "N/A".

If not, you may still apply through a fiscal sponsor.

Choices

Yes

No

N/A - X

**If yes, what is the EIN / Tax ID number of your organization? [??]**

**Fiscal Sponsorship** [Note from Chi Chi: we are skipping this section]

Please respond to each question in this section with your fiscal sponsor's information. If your organization has IRS 501(c)(3) nonprofit status, you may skip this section.

**Fiscal Sponsor Organization Name**

If you would like assistance in identifying a fiscal sponsor, please indicate that here.

**EIN / Tax ID number of Fiscal Sponsor**

Please include the EIN / Tax ID number of your Fiscal Sponsor

**Fiscal Sponsor Contact Name**

Please include a contact name for your Fiscal Sponsor.

**Fiscal Sponsor Address**

Please include the address for your Fiscal Sponsor

**Please attach a letter or written agreement from the fiscal sponsor.** You may attach your own letter/form or you may use the fiscal sponsor template letter or agreement template

included in the RFP.

### **Request for Funding Support**

**Project Name: Educational Equity for AAPI students**

**Amount Requested: \$100,000 per year over two years**

PSB is committed to supporting the project after the first two years

### **Request for Funding Support**

Please describe your request for a Racial Equity Program Grant and the intended impact of your project/work. In your answer, please respond to the following questions:

- What problem, issue or community need are you addressing?
- How will your work advance racial equity and racial justice in Brookline? How will your work/project lift up members of our community who have been historically and/or are currently marginalized and disadvantaged?
- What do you plan to do with the funding if received? What do you hope to achieve and how will you know you are making progress towards that end?
- What is your anticipated project timeline? When will your project/work start and end?

*Character Limit: 10000*

AAPI are the largest racial minority in both the Town of Brookline as well as the Public Schools of Brookline – our children constitute one in five students in PSB. Yet the supports and services for this population are limited. At Brookline High School, there is an Asian Pacific American Club (APAC) with a faculty advisor, and an Asian American Studies elective.

More resources are needed to support the needs of AAPI students. COVID-19 has had a negative impact on the socio-emotional and mental health of all students. AAPI students have suffered in particular because they bear the additional burden of the increased anti-Asian racism throughout the COVID-19 pandemic. AAPIs have been increasingly subject to racial slurs, physical assaults, and abuse. According to Stop AAPI Hate, over 9,000 incidents of anti-Asian hate crimes were reported between March 2020 and June 2021.<sup>1</sup> Anti-Asian bullying in K-12 schools has increased nationwide throughout the pandemic.<sup>2</sup>

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<sup>1</sup> <https://www.npr.org/2021/08/12/1027236499/anti-asian-hate-crimes-assaults-pandemic-incidents-aapi>

<sup>2</sup> Le, A., Gutierrez, R. A. E., Teranishi, R. T. (2021, August 24). Anti-Asian bullying and harassment: Symptoms of racism in K–12 schools during COVID-19, at 6. The Education Trust-West. [https://west.edtrust.org/wp-content/uploads/2017/11/Anti-Asian-Bullying-and-Harassment-Symptoms-of-Racism-in-K-12-Schools-during-COVID-19\\_TheEducationTrustWest\\_2021.pdf](https://west.edtrust.org/wp-content/uploads/2017/11/Anti-Asian-Bullying-and-Harassment-Symptoms-of-Racism-in-K-12-Schools-during-COVID-19_TheEducationTrustWest_2021.pdf).

Education is the best tool to combat anti-Asian racism and bullying, specifically the inclusion of Asian American history in K-12 curricula. Through the generous support of BCF, BAAFN has developed Video Curriculum Projects (VCPs) for both BHS and middle school students. The next step is to introduce and implement the VCP curricula. This must be done in a thoughtful manner with adequate teacher training; otherwise the curricula could be ineffective and even harmful. In addition, the broader integration of the history of racism on Asian-identifying people is critical in our schools and for PSB staff; it currently does not exist. Coupling this adult learning with unconscious bias and cultural differences training will allow for further support of Brookline students and families. Adequate staff resources are necessary in order to ensure implementation occurs and is done in a thoughtful manner. An additional staff member in the Office of Educational Equity could oversee and participate in that purpose.

There also should be additional resources to support AAPI students and staff when there are instances of anti-Asian bullying or racism. Resources to support implementing curricula and responding to anti-Asian racism would ideally consist of a staff person who has experience and cultural competency in supporting AAPI students.

Thus, BAAFN and PSB are requesting funding from the Racial Equity fund for an additional staff person in the PSB Office of Educational Equity who will specifically focus on supporting the AAPI student population. This staff member would work with the Senior Director of Equity to provide professional development to PSB teachers and staff on how to best support AAPI students and students of color, while also specializing in student support connected to identity. The role would reinforce our goals to ensure that PSB schools and offices are welcoming and nurturing environments for historically marginalized students.

The new position would sustain existing work in schools, pilot new programs, and provide training, resources and other support as needed to support AAPI students, students of color and other historically marginalized students. The work also includes partnering with school and central office leaders to provide consultation and coaching to staff regarding bias-based incidents, accommodation requests, and other equity-related matters. Lastly, the role provides operational support to the Senior Director of Equity.

Further, the new position would assist in the recruitment and retention of AAPI educators and educators of color. We have strong evidence that students of color benefit from having teachers and leaders who look like them as role models and also benefit from the classroom dynamics that diversity creates. But it is also important for white students to see teachers of color, and particularly AAPI educators, in leadership roles in their classrooms and communities. Finally, it is important for non-Asian students and staff of color to have the opportunity to build relationships with AAPI educators. Ultimately, this role would support the

Senior Director's work to enhance strategic professional learning and responses to racist and bias incidents, as well as attack systemic and structural racism system-wide.

**(Optional) Is there anything else you would like to share?**

*Character Limit: 10000*

New research at the start of 2022 finds that hate crimes targeting the AAPI community have reached some unprecedented levels. Even before the deadly Atlanta-area spa shootings in March 2021, AAPIs had faced nearly 4,000 hate incidents since the pandemic began, a 149% rise over the previous year (Stop AAPI Hate National Report, 2021; Anti-Asian Prejudice March 2020, Center for the Study of Hate & Extremism).

Fears of xenophobia and experiences with bigotry here and outside of Brookline take a mental health toll on our Asian students. This is certainly something we have seen in the past and continue to see in the PSB survey data. Here again, research has linked the uptick in anti-Asian discrimination to increases in anxiety, depressive symptoms, and sleep problems among those who are targeted. Getting help isn't always straightforward. For these reasons and many others we have mentioned, the addition of a leader to the Office of Equity who can help urge cultural sensitivity and brainstorm interventions with others to specially support our AAPI students and families is imperative.

**Required Documents for all applicants to submit with application** [Note from Chi Chi: For this section, we will use write N/A and use PSB's budget]

Please note: If the applicant organization/group does not have 501c3 nonprofit status and is applying with a fiscal sponsor, please share the fiscal sponsor's financial statements and organizational budget. The project budget can represent the applicant's work (the work proposed in this application).

**Financial Statements (current year)**

Please attach your organization's most recently completed annual financial statements (audited, reviewed, compiled or internal if applicable). Financial statements should include, at a minimum, an income statement (profit & loss) and balance sheet. *If you are applying on behalf of a governmental body or agency serving the town, please type N/A below; town financial statements are not required to be uploaded. If you have already submitted your most recent financial statements to BCF this year, please indicate that below.*

**Financial Statements (prior year) (if applicable)**

If you are requesting a grant of more than \$15,000, please also attach your prior year's financial statements. *If you have already submitted prior year's financial statements to BCF, please indicate that below. If you are applying on behalf of a governmental body or agency serving the town, financials are not required.*

**Organizational Budget (current year)**

Please attach an organizational budget. We will accept your organization budget in your own template or you are welcome to use the BCF Organization Budget Template. [Note from Chi Chi: For this section, we will use write N/A and use PSB's budget]

**Project/Program Budget**

Please attach a project budget. We will accept your project budget in your own template or you are welcome to use the BCF Project Budget Template.

**Optional Documents****Supporting Documents (Optional)**

You are welcome to share one or two additional documents in support of your application. These may include support letters, stories, photos, etc.

**[Share page from LEAP proposal]****Application Submitted to other funders (Optional)**

BCF will accept applications submitted to other foundations or funders. If you would like to submit an application sent to other foundations, please attach your application. Please be sure that this application contains the information requested through the Racial Equity Grant Application questions. If you would like to submit an application that was submitted to other funders AND expand on any of the information included, you may respond to the related questions within this document.





## Educational Equity for AAPI students

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*Racial Equity Grant Program - Winter  
2021/2022*

### ***Public Schools of Brookline***

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Linus Guillory Jr.  
333 Washington Street  
5th Floor  
Brookline, MA 02445

O: 617-730-2401

### ***Linus Guillory Jr.***

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333 Washington Street  
5th Floor  
Brookline, MA 02445

linus\_guillory@psbma.org  
O: 617-730-2401  
F: 617-730-2601



# FollowUp Form

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## *Grant Agreement*

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### **Project Name**

Educational Equity for AAPI students

### **Amount Awarded**

\$50,000.00

### **Award Fund 1**

Racial Equity

### **Award Fund 1 Amount**

\$50,000.00

### **Award Fund 2**

### **Award Fund 2 Amount**

### **Award Fund 3**

Select fund (if applicable) used to award grant

### **Award Fund 3 Amount**

Enter the amount to be awarded from fund 3.

### **Decision Date**

05/03/2022



## Special Terms or Conditions on the Grant

### Project Description

#### GRANT TERMS

The following terms and conditions apply to your organization's use of the Foundation's grant:

#### USE OF GRANT FUNDS

A. The Grantee shall expend grant funds exclusively for the stated purpose described in this Letter of Agreement, the final grant proposal, budget, and supporting documents. It is understood that line-item budget variances of ten percent or more will not be made without the Foundation's prior approval in writing. Line-item variances less than ten percent do not need prior approval.

B. Grantee will utilize the grant's proceeds only for charitable and educational activities consistent with its tax-exempt status. The Grantee will not engage in any lobbying not permitted by section 501(c)(3) of the Internal Revenue Code (IRC), or, if applicable, IRC §§ 501(h) and 4911.

C. The Grantee will notify the Foundation in writing within 30 days if there are any changes in circumstances that might affect the organization's ability to carry out the grant, including a change in leadership.

D. Any grant funds that are not spent or committed for the purposes of the grant, must be returned to the Foundation. If needed, the Grantee can submit a request of an extension to the Foundation before the end of the grant period. The request should contain the reason for the extension, any unexpended funds identified and how the funds will be used, and the length of time requested for the extension.

E. The Foundation reserves the right, in its sole discretion, to discontinue funding if it is not satisfied with the progress of the grant or the content of any required written report. In the event of discontinuation or at the close of the grant, any unexpended funds shall immediately be returned to the Foundation, except where the Foundation has agreed in writing to an alternative use of the unused funds.

#### GRANTEE TAX STATUS

A. The Grantee acknowledges that it is an organization that is currently recognized by the Internal Revenue Service (IRS) as a public charity under Section 501(c)(3) and Section 509(a)(1)(2)(3) of the IRS Code or a municipality.

B. The Grantee will keep its tax-exempt status as a recognized Section 501(c)(3) and Section 509(a) organization current throughout the period of the grant and will comply with all applicable federal and state laws and regulations that govern the use of funds from community foundations to the Grantee organization. This includes, but is not limited to the prohibition against activities described in Section 4945(d) of the IRS Code and limiting the use of the grant funds to the appropriate taxable purpose as described in IRS Code Section 170(c)(2)(b).

C. Should the Grantee's IRS tax status change, the Grantee agrees to notify the Foundation immediately and acknowledges that it may be required to return any unexpended funds to the Foundation.



## **REPORTING**

A. The Grantee will provide the Foundation with a final report 60 days after the completion of the project or program supported by the grant, or 60 days after the end of the grant period, whichever comes first.

B. The final report must contain two parts: a narrative account and a financial account of what was accomplished by the expenditure of the grant funds during the period covered by the report. BCF's narrative and financial report templates can be found on our website: <http://www.brooklinecommunity.org/grants/grant-reporting>.

C. The Foundation may, at its discretion and on reasonable notice, request an interim report from the Grantee.

## **BOOKS AND RECORDS**

The Grantee shall maintain an accurate record of the grant received and all expenses incurred under this grant, and retain such books and records for at least four years after the completion of this grant. Furthermore, at the request of the Foundation, the Grantee shall permit reasonable access to its files, records, and personnel by the Foundation (or its designated representatives) for the purpose of making financial audits, evaluations or verifications, program evaluations, or other verifications concerning this grant as the Foundation deems necessary. The fees and expenses of such designated representative, solely at the request of the Foundation, shall be paid by the Foundation.

## **ACKNOWLEDGEMENT OF SUPPORT**

All manuscripts, papers, releases, exhibits or interviews prepared for scientific meetings, the public or private press, magazines, periodicals, radio, television or other means of communication dealing with the activities or achievement of the work of the grant shall acknowledge the Foundation's support. Please review BCF's Communications Guidelines for additional information.

## **ACCEPTANCE OF TERMS & CONDITIONS\***

This grant is conditional upon Grantee's acceptance of the terms and conditions set forth herein. By selecting the "I Accept Grant Terms and Conditions" below, Grantee agrees to accept and comply with the stated terms and conditions of this grant.

### **AUTHORIZED SIGNATURE**

By typing in your Name, Title, and Date in the spaces below, you confirm that you are authorized to make legal contracts for the Grantee and that you agree to enter into this agreement by electronic means.

**Name of Signator\***

**Title of Signator\***



**Name of Executive Director\***

**Date of Agreement\***

Grant payment according to the terms above will be released within 30 days of receiving the signed agreement.

## ***Communications Guidelines for Grantees***

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### **Communications Guidelines for Grantees**

The Brookline Community Foundation (BCF) shines a spotlight on community needs, inspires philanthropy and awards strategic grants to build a more vibrant, engaged and equitable Brookline. To support this mission, each year BCF makes grants that address needs and opportunities in the community, encourage collaborations and partnerships to better serve the town and our residents, and strengthen local non-profits.

BCF is proud to support your organization and promote your work.

Please review our communications guidelines before communicating about work supported by or grants awarded by the Brookline Community Foundation.

### **The Importance of Crediting BCF's Support**

Promoting the vital role that philanthropy plays in Brookline encourages future contributions and support. BCF is able to award grants because of the awareness among donors of the vital role the community foundation plays in strengthening our community. **Your organization's role in communicating BCF support builds that awareness.**

BCF publicizes its grant awards—and your organization—in press releases, on our website, through project or partner profiles, and in our publications. This mutual attention to publicity strengthens both of our organizations and ultimately our community.

### **How to Acknowledge Your BCF Grant**

BCF encourages grantees to share news of grant awards, activities, and program impact and outcomes. We request that you acknowledge your grant from BCF in the following ways:

- Share news of the grant through press releases, newsletters, annual reports, flyers, programs, advertisements, videos or displays.
- Communicate about the work supported by the BCF grant through Social Media – Twitter, Facebook, YouTube, etc.



- Provide a link to our website in publications and electronic communications. All current BCF grantees should provide a link to our website when acknowledging support for a particular organization or project. Please link to our homepage: <http://www.brooklinecommunity.org>.
- Use the BCF Logo on your website and in any public acknowledgement of a BCF grant. Please contact us at [grants@brooklinecommunity.org](mailto:grants@brooklinecommunity.org) if you have any questions.

### **Standard Language about the Brookline Community Foundation**

We suggest using the following statement and logo in all written and verbal statements connected to activities supported by your BCF grant:

**"[This activity] is supported by a grant from the Brookline Community Foundation."**

**or, if your grant is supported by a specific fund at BCF**

**"[This activity] is supported by a grant from the [name of fund] at the Brookline Community Foundation."**

If you would like to include a paragraph about BCF in your communications, we suggest the following language:

The Brookline Community Foundation (BCF) creates opportunity and promotes equity through the transformative power of giving. To support this mission, each year BCF makes grants that address needs and opportunities in the community, encourage collaborations and partnerships to better serve the town and our residents, and strengthen local non--profits.

**Please feel free to contact BCF if you have any questions or need additional resources.**

#### **Brookline Community Foundation**

40 Webster Place

Brookline, MA 02445

617.566.4442

[grants@brooklinecommunity.org](mailto:grants@brooklinecommunity.org)

[www.brooklinecommunity.org](http://www.brooklinecommunity.org)

### **Grantee Communication Guidelines\***

You must read the guidelines.



## File Attachment Summary

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### *Applicant File Uploads*

*No files were uploaded*