

Memo

To: Client

From: Student 1, MIT Student and Member of the Board of Trustees of the MIT Community Service Fund

CC: Profs. Phil Thompson and Alethia Jones; MIT 11.947 Students

Date: May 20, 2005

Re: Possible Funding Sources through MIT

The client has teamed up with the MIT Class “Race, Immigration, and Planning” to collaborate in efforts to build up the Brazilian community in Framingham. This particular assignment for the class focuses on ways that the client can secure funding from MIT to support its efforts.

There are several ways that the client could potentially receive grant money and support for its community service work through MIT.

Attached to this memo, you will find a matrix that describes four different funding opportunities.

It is important to note that, because these funds are intended to support MIT involvement in the community, throughout the entire process, the involvement of students is essential. Other important overarching guidelines are that all applications must have a specific project with measurable goals and outcomes, in addition to a detailed, itemized budget. Please note that salaries, stipends and general operating expenses are usually not supported by these particular grants.

Attached you will find a sample proposal for the MIT Community Service Fund filled out for this project, which should help you when you apply for this grant in the fall.

A key resource and ally for the client is the MIT Public Service Center (PSC), whose connections and network will provide much guidance and assistance.

We hope that this will be the start of a strong alliance between MIT students and the client, working together to achieve justice and success for the Brazilian community in Framingham.