

Writing Sample: Karissa St. Pierre

Grant Funder: Massachusetts Early Education and Out-of-School Time (EEOST) Capital Grant
(Department of Early Education and Care / Children's Investment Fund)

SAMPLE PROPOSAL RESPONSES:

Question 2) Site Description: Please describe the property, including the site's appropriateness for an ECE and/or OST program. For buildings, include information on lot size, number of buildings, and number of floors. For vacant lots, include lot size. Please also describe the surrounding area, including sidewalks, parking, green space, and access to public transit.

The Boys & Girls Club of [Client City] is a standalone, two-story, 46,000-square-foot youth development facility situated on a 1.5-acre parcel. The proposed project will add 11,800 square feet to the existing structure. The addition will be constructed at the rear of the facility, replacing the current playground, and will abut the section of the building where licensed childcare classrooms are currently located. The new and existing structures will be connected by a dedicated lobby, with a courtyard/playground situated between them.

The new addition will be fully secure. Parents will enter through the main entrance, proceed to the rear of the building, and meet their children in the new lobby area. Youth and staff will have direct access to the courtyard from the addition. The existing playground will be repurposed and incorporated into the courtyard space between the two structures.

The facility is located within a campus-style setting adjacent to Amelia Park Children's Museum, Amelia Park Ice Arena, and [Client City] Middle School, on the edge of downtown [Client City]. The nearest public transit option is a bus stop approximately a 15-minute walk from the facility. The site includes front-facing parking, with designated accessible spaces, and sidewalks connecting all parking areas throughout the campus. Additional nearby amenities include baseball fields, soccer fields, and a skate park located behind the facility.

Question 6) Municipal Support: Please describe any municipal or local commitments to the project, including financial support.

The [Client City] City Council and the [Client City] School Committee have both voted on this project, with unanimous approval to move forward with the proposed expansion. We are currently in the process of applying for a Community Development Block Grant through the [Client City] Community Development Department to further support this project.

The [Client City] Gas & Electric Light Company has also provided key support during the planning phase. Their team has assisted in assessing the project's energy and internet needs and has offered guidance on maximizing energy efficiency within the new addition. During our previous capital project, their partnership helped us become one of the most energy-efficient buildings in the city, and their continued involvement will ensure the same high standard for this expansion.