



DEVAL L. PATRICK
GOVERNOR
TIMOTHY P. MURRAY
LT. GOVERNOR
JEFFREY B. MULLAN
SECRETARY & CEO



June 21, 2010

Dear Colleague:

The Massachusetts Rural Transit Assistance Program (MArtap), on behalf of the MassDOT, will commence a Helping Hand Mini Grant program to assist councils on aging/friends groups obtain a Dun & Bradstreet D-U-N-S ® Number (referenced as a "Duns" number). A Duns number is an essential part of helping you establish your agency/business credit profile. In some cases, a Duns number is a requirement for doing business with some entities, such as the US Government or federal agencies.

This grant amount is up to \$229 for the standard Dun & Bradstreet D-U-N-S ® Number application fee. If you wish to upgrade the Dun & Bradstreet D-U-N-S ® Number package, Dun & Bradstreet will offer a discounted application rate of \$404.10 (regular price is \$449). This grant amount limit of \$229 may be applied to the upgrade.

As a current or potential recipient of Mobility Assistance Program/Section 5310 funding, your agency is eligible to apply for this mini grant. The mini grant application period begins on June 25, 2010 and will end on July 31, 2010.

Grant guidelines and a one-page grant application are enclosed. Should you need additional copies, both are available on the MArtap website www.martap.org.

It is our hope that this program will assist Mobility Assistance Program/Section 5310 recipients in continuing to provide quality transit services.

Best wishes,

Joanne Champa

Joanne Champa
Program Coordinator

Enclosures (2)



Dun & Bradstreet D-U-N-S ® Number **Helping Hand Mini Grant Application Guidelines 2010**

Program Objective: MARTap established this Helping Hand Mini Grant program to assist councils on aging/friends groups obtain a Dun & Bradstreet D-U-N-S ® Number (referenced as a “Duns” number).

Budget:

- \$10,000

Eligible use:

- To apply for a Dun and Bradstreet D-U-N-S ® Number

Grant Value:

- \$229 maximum award amount

Timeframe:

- Grant application period June 25, 2010 – July 31, 2010
- Mid-August decision by Advisory Committee
- Expenditure deadline Thursday, September 30, 2010
- Reimbursement request deadline Friday, October 29, 2010
- No late reimbursement requests will be honored.

If MARTap awards your agency a Helping Hand Mini Grant, MARTap will reimburse your agency for up to \$229. Proof of purchase from Dun & Bradstreet will be required. More information will follow once the MARTap Advisory Committee reviews applications in mid-August.



MassDOT and MArtap

Dun & Bradstreet D-U-N-S ® Number **Helping Hand Mini Grant Application 2010**

Agency: _____

Executive Director or Administrator: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Signature: _____

Please explain how a Duns number will help your agency.

Total cost: \$ 229.00

Number of vehicles your organization operates _____

Send completed application and letter to MArtap, **PO Box 155, Foxboro, MA 02035**. Complete mini grant applications must be received on or before **July 31, 2010**. No late applications will be considered. A confirmation will be sent via email for applications received. All applicants will receive a response. If you have questions, please contact MArtap at 877-MArtap1 (627-8271) or email to info@martap.org.

PO Box 155 • Foxboro, MA 02035
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Visit MArtap at www.martap.org