

FY2018 Application for Human Services Funding
from
Brattleboro Representative Town Meeting
Deadline for submission: October 12, 2016, 12:00PM
Town Manager's Office

Instructions and Guidance

Any private non-profit organization that provides human services for residents of Brattleboro on a non-discriminatory basis may apply to receive funding from the Town. Each year the Town Moderator appoints a Committee of Brattleboro residents to review applications and make recommendations to the Representative Town Meeting, which votes on funding at the March Town Meeting and has final decision-making authority. Town Meeting has established and endorsed this process for receiving Town funds. Requests for funds made outside this process have not been successful. Submitting an application through the Committee does not guarantee that you will receive funding from the Town, nor does it guarantee that you will receive the full amount requested.

You may ask for support for general operating expenses or for a specific purpose or project. If your request is approved, money will be disbursed in July, 2017.

- ☆ Be succinct, but give enough information for someone outside your agency to understand what you are saying.
- ☆ Answer all questions in the order they are asked, using the exact wording and numbering system on the application.
- ☆ You may obtain an electronic copy of the application form by contacting Jan Anderson at the Town Manager's office, 251-8100, or tmsecretary@brattleboro.org, or by going to the Town website, www.brattleboro.org.
- ☆ Members of the Human Services Committee will be available to review the application procedure and answer your questions on September 29th, 7:00PM, in the Hanna Cosman Room, 2nd floor, Brattleboro Municipal Center. Please call Jan in the Town Manager's office to let us know if you will be there. Questions and answers from this meeting will be posted on the Town website within one week following the meeting.
- ☆ If you have any questions about the application process, please contact Jan Anderson at the Town Manager's office (251-8100 or tmsecretary@brattleboro.org). She will contact a Committee member, who will get in touch with you. Please do not contact a member of the Committee directly.
- ☆ We are responsible to the voters of Brattleboro for ensuring that our money is spent wisely and for the benefit of our residents. If you operate county-wide, regionally, or statewide, you must give specifics about your operations that serve Brattleboro residents. If you do not provide this level of detail, the Committee will consider your application unresponsive and will not recommend funding for you.
- ☆ If we have questions about your application, we may contact you by email or phone, and/or we may ask you to make a presentation to the Committee. We will let you know if this is needed. Please be sure that the contact person listed on the application is someone we can get in touch with during the weeks after the application is due. Please ensure that any emails or voice mails from us will be noticed (check your spam box, check the email or voice mail of the contact person if s/he is out of the office) and returned promptly. We are volunteers, and any emails will come from our personal email accounts under the following names: Margaret Atkinson, Ann Fielder, Emilie Kornheiser, Sara Longsmith, Dave Miner, Ellen Martyn, or Julie Peterson.
- ☆ The Committee reserves the right to deny funding for your request if your application is late, incomplete, or unresponsive to our questions. Please do not make us contact you in order to get information that you should have given us in the first place. Look at your application from our perspective as much as you can.
 - *For instance*, is there a big difference between an actual revenue or expense item from the previous year as compared with the current year budget? Explain why that is true.
 - *For instance*, if you are a large organization and are asking for funding for a unit of your organization that serves Brattleboro residents, what other programs are included in the financial statements, and how can you help the committee understand the financial standing of the local program?
- ☆ You will be informed of the Committee's recommendations via the Town Report. Copies of the Report are available at the Municipal Center just before the Town Meeting. Do not contact the Town Manager's office or a member of the Committee to find out our recommendations.

Thank you very much for your service to the people of Brattleboro. We hope that you will offer any feedback you have about this application process to us by contacting the Town Manager Secretary, who will contact one of us to call you back.