

**Application for Human Services Funding from  
Brattleboro Representative Town Meeting**  
for FY27 (July 1, 2026 – June 30, 2027)

*Revised 9/2025*

Submit this completed application via email to [jsticklor@brattleboro.org](mailto:jsticklor@brattleboro.org) or via postal mail to the Town Manager's Office: 230 Main Street, Suite 208, Brattleboro, VT 05301

**Deadline for submission: Wednesday, October 22, 2025 at 5:00pm**

**A hybrid INFORMATION SESSION will be held in the Town Office on Wednesday, October 8, 2025, from 4:30-6:00pm.** Virtual link & further details will be posted on the Town of Brattleboro website. *Please review attached Instructions and Guidance.*

**I. Applicant Information**

Applicant organization name:

**EIN/Tax Identification #:**

Mailing Address:

Website:

Amount requested from Brattleboro for FY27 (7/1/26 – 6/30/27):

Amount funded from Town of Brattleboro FY26 (if applicable):

Has the organization received or is anticipating any additional funding from the Town Budget in FY26 or FY27 (including property tax exemptions). If yes, list amount and source:

Primary Contact Person and Title:

Primary Email:

Primary Phone:

Secondary Contact Person and Title:

Secondary Email:

This application must be signed by the Chief Executive Officer or the President of the Board, or the equivalent, in order for it to be considered by the Committee.

I submit this request for on behalf of \_\_\_\_\_ **(organization)**  
and affirm that it is accurate and complete, to the best of my knowledge.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title of Authorized Signer \_\_\_\_\_ Date \_\_\_\_\_

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### II. Required Summary:

Provide a brief one-paragraph **written** description of your agency as you would like it to appear in the Town Report that will go to all Town Meeting Representatives. Within the paragraph, be sure to include:

- the name of your agency,
- your mission statement and/or theory of change,
- information about the specific program you are requesting funding for, and
- the number of Brattleboro residents you served in this program during the period July 1, 2024 – June 30, 2025.

Please also **email this description in the body of your email to Jessica Sticklor at the Town Manager's office: [jsticklor@brattleboro.org](mailto:jsticklor@brattleboro.org)**

### III. Attachments:

Attach the following information, clearly labeled (a,b,c,d...) accordingly:

- a. Current Year Operating Budget
- b. Prior Year Operating Budget
- c. Prior Year Statement of Activities Report which includes a breakdown of program costs.
- d. Prior Year balance sheet (assets and liabilities).
- e. Most recent Financial Audit **OR** Filed 990; **OR** explanation of the financial oversight structure of your organization that includes explanation of why these verified documents are not available.
- f. Brief bios of your board of directors and organizational leaders, including their towns of residency.
- g. **[optional]** Any supplementary materials (brochures, articles, etc.) that augment your answers to the questions below.

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### IV. Application Questions:

Submit the responses below in **written narrative form, list form** (where appropriate), **and/or via video/audio recording**.

*If submitting video or audio, please read the question you're answering on the recording before answering it. Include audio file as an attachment to your submission email.*

1. How will you use the money you are requesting? Select all that apply:  
General operating expenses  
\_\_\_\_Program/Project: [describe] \_\_\_\_\_
  
2. Please elaborate on the structure of your organization:
  - a. Which population(s) does your organization serve?
  - b. What geographic area does your organization serve?
  - c. Where and when (months/days/times) are services available to Brattleboro residents?
  - d. What requirements does a potential recipient need to meet in order to receive services?
  - e. Are people from the populations served represented in staff, volunteers, & leadership?
  
3. Please elaborate on the services your organization provides:
  - a. Which services does your organization plan to provide for Brattleboro residents using this Town funding during FY27? (7/1/2026- 6/30/2027)
  - b. Provide the Unduplicated Count\* of **people** served last year (7/1/24- 6/30/25): \_\_\_\_\_
  - c. Provide the Unduplicated Count\* of **Brattleboro residents** that your organization served last fiscal year (7/1/2024 – 6/30/2025): \_\_\_\_\_  

*\*An **unduplicated count** is the total number of distinct individuals who received service from your agency, no matter how many times they were served.*
  - d. Which specific services did your organization provide **for Brattleboro residents** in the last fiscal year (7/1/24- 6/30/25)? **Please include the types of service and frequency.**  

*(For example, if you served meals to 5 Brattleboro residents, how many total meals did you provide? If you conducted trainings, how many trainings did Brattleboro residents attend?) Answers can be in list or paragraph form.*

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- e. What, **if any**, significant changes do you think may affect your agency's and/or this program's operations for the year for which you are requesting funding? (For instance: funding, legislation, community need shifts, etc.)

4. Please answer the following questions that reflect criteria being considered for fund allocation. Use concrete examples of past and planned work:

*Note: Answers may be augmented with any materials-- brochures, articles, etc.-- that illustrate these answers in action.*

- a. How does your organization recognize and center historically and systemically marginalized people in Brattleboro, including in leadership and decision-making?
- b. Please illustrate how your organization is a unique and indispensable part of the ecosystem of Brattleboro human service providers:
- i. Does your work overlap with other service providers in Brattleboro?
  - ii. What other organizations do you collaborate with?
  - iii. How do the ways that you work with other organizations benefit your service recipients?

5. [Optional, but helpful!] Provide a brief budget explanation.

Questions of interest to the Committee:

- a. If the organization has a significant surplus in assets, please explain why.
- b. Is there a difference between actual revenue from the previous year vs. the current year budget? Explain why.
- c. If you are a large organization requesting funds for a branch serving Brattleboro residents, can you help the committee understand the financial standing of the local program?

Complete applications must be submitted as an attachment via email to [jsticklor@brattleboro.org](mailto:jsticklor@brattleboro.org) **or** as a printed copy to the Town Manager's Office by 5pm on the deadline of Wednesday, October 22, 2025. **Email is preferred.**