# 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 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 _____

## 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**

## 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.

# 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.**

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 **or** as a printed copy to the Town Manager's Office by 5pm on the deadline of Wednesday, October 22, 2025. **Email is preferred**.