



FY22

# ESSEX HUMAN SERVICES FUNDING

## Application Guidelines



[www.essexvt.org/humanservices](http://www.essexvt.org/humanservices)



## INTRODUCTION

The Town of Essex, Vermont allocates a portion of its total General Fund Budget to fund human services providers each year. Using a range of resources, the Essex Selectboard determines specific focus areas as human service priorities for the Essex community.

As community social challenges evolve, Essex remains committed to supporting services and programs for seniors, health services for children, increasing gainful employment, violence prevention, behavioral health, and addiction treatment. Social investments help advance the aspirations of Essex residents, workers and leaders.

## FUNDING PROCESS TIMELINE AND KEY DATES

February 15	Applications Deadline 4:00 PM
March-April	The review committee compiles and reviews all applications and makes recommendations to the Essex Selectboard
May	Essex Selectboard considers funding contingent upon available funds and approves the Focus Areas for the next fiscal year allocation
June	Awards are issued

## SUBMISSIONS AND CONTACT INFORMATION

Complete and submit applications online at [www.essexvt.org/humanservices](http://www.essexvt.org/humanservices). **Please note that electronic submissions are preferred.** Once completed, you will have an option to print the application for your records. Look for a confirmation page stating your application was submitted successfully. If you have any problems accessing the online application or do not see the confirmation page after submitting, please contact Tammy Getchell, Assistant to the Manager by email at [tgetchell@essex.org](mailto:tgetchell@essex.org) or by phone at (802) 878-6951. Applications must be submitted by February 15<sup>th</sup>. Late or incomplete applications will not be accepted.

## ELIGIBILITY

Local area social, health and human services organizations that serve Essex residents are encouraged to apply to the Town of Essex for funding. Only those that are nonprofit organizations that are considered a 501 (c)3 or that file an annual Internal Revenue Service (IRS) Form 990 tax return are eligible. All funding proposals must align with the Essex Human Services Focus Areas.

Budget priorities change from year to year according to local factors and past funding is not an assurance of future funding.

## 2022 ESSEX HUMAN SERVICES FOCUS AREAS

Program activities must fit within one or more of the Essex Human Services prioritized focus areas.



**Access to Health & Behavioral Health** services eliminates barriers to essential health and human services for underserved populations. These barriers include language, cultural, geographic location, and lack of insurance and out of pocket costs.

**Affordable Housing or Housing Assistance** provides emergency shelter and/or homeless prevention services that keep people from losing their housing. This might include short-term supportive housing options and home repair for Essex residents. Program services will typically provide citizens with temporary housing until a more permanent living situation can be secured or provide an opportunity to obtain affordable housing for Essex residents falling below the median household income.

**Child or Family Support for Healthy Relationships** increases the ability to be successful in living a healthy, independent and productive life. Program services typically provide developmentally appropriate services for youth and/or emotional supports to a specified population and could include mentors and role models, family supports, violence prevention, counseling and guidance services that will result in increased skill and the ability to become self-reliant.

**Diversity, Equity & Inclusion** provides support for initiatives to build diversity, equity, and inclusion into the community or for program enhancement to build diversity, equity and inclusion into nonprofit program services, operations, board recruitment and staff hiring. Programs may be exploring ways to enhance access of program services to marginalized communities and/or offer culturally responsive

services; promote diverse staffing or governance of programs; and/or support initiatives that build capacity. Examples would be improved language access, transportation, stipends to assist with travel/child care needs in order to have accessibility, or shifting engagement to intentionally seek to include marginalized perspectives and experiences.

**Emergency Food & Disaster Relief** programs provide nutritious food and disaster relief to people in need. Programs within this focus area typically have the ability to access food sources and/or transport and/or distribute food and emergency assistance to Essex residents.

## APPLICATION INSTRUCTIONS

Questions must be answered completely on the application form provided. **Do not leave questions unanswered. Do not complete the box with, “see attached”. If not applicable, indicate “N/A”.** Incomplete applications may not be considered for funding.

**Keep answers brief and to the point.** It is not necessary to use the entire space provided. The more there is to read, the more likely reviewers tend to skim over your answers. You should showcase your organization without lengthy narrative. Include detail when it is important to emphasize key points and be brief on answers when a brief answer will do.

### SECTION 1: Organization Information

1. **Organization name:** Provide the name of the organization operating the program.
2. **Contact name:** Applications should be completed by someone with knowledge of the organization that is responsible for administering the services.
3. **Phone:** List the best number to reach the person completing the application.
4. **Address:** If awarded, list the address where a check will be issued. This should match the address on the uploaded Internal Revenue Service (IRS) form W-9 uploaded in SECTION 4.
5. **Email:** The best email address to reach the person completing the application.
6. **Website address:** Website, Facebook, or other platform URL that provides the reviewers with more information about the organization and program.
7. **How long has the organization been active?** The nonprofit organization must actually operate and not lie dormant for years at a time.
8. **Are you a current 501(c)(3) nonprofit organization in good standing or does your organization file an annual IRS Form 990 tax return?** Good standing means a nonprofit organization has satisfied all of its legal obligations, is legally permitted to engage in business activities, and maintains a registered agent to receive official documents. You must be able to answer YES to this question to be eligible to apply for funding.
9. **Name of program:** If your organization operates more than one program, applications must focus on one program and the budget associated with that program—not the organization as a whole. Organizations may apply for more than one program.
10. **Essex Human Services Funds requested:** Funding requests cannot exceed \$25,000 or represent more than 25% of the total program budget.
11. **Total program budget:** The total program budget listed must match the budget information you provide in number 5, “Total Annual Program Budget” in SECTION 3 of the application.

12. **Percentage of Essex funding request to total program budget:** Grant request cannot be more than 25% of the program budget listed in number 11, “Total program budget” in SECTION 1 of this application.
13. **Brief organization description:** Tell us what your organization does with any and all of its programming.

## SECTION 2: Summary of Services

Please provide the specific locations served by your program and how many Essex residents received your services in the prior fiscal year. If the number of Essex residents varies greatly from year to year, please note. For example, it would be important to identify that even though zero Essex residents were served in the prior fiscal year, ten Essex residents have received services so far in the current year. If significant, you can provide projections on the number of Essex residents to be served in the upcoming year as part of your answers in the open-ended questions.

To summarize the services provided by your program, responses should be easy to understand and specify how the program goes about delivering services. For example, why does the program stabilize the person’s life; or how do clients access health services; or what emotional supports and healthy relationships are created; or how does the program ensure the person will be housed or that it will improve their living condition? The benefit to Essex residents must be clearly described.

If your program services encompass more than one of the identified Essex Human Services Focus Areas, this is the section to talk about that. Be sure to explain how the services provided by the program meet the goals of those focus areas.

This section provides an opportunity to describe collaboration with key organizational partners that coordinate together so clients have greater access to a variety of services. Be sure to include details about how a continuum of services are available to address the complex needs of clients and address a pressing community need. An example would be if your program provides temporary housing assistance and collaborates with a local employment agency to assist your clients with job opportunities. Or, you might clearly describe how an investment from Essex to your organization leverages additional resources for residents through funds and partnerships.

1. **Number of people served in the last 12 months:** How many people total in all communities has your program served?
2. **Number of ESSEX RESIDENTS served in the last 12 months:** How many of the people in the previous question were from Essex?
3. **Anticipated number of people to be served in the next 12 months:** For many reasons, organizations may anticipate a greater future need. Is your program planning to serve a greater number of people or the same in the next 12 months?
4. **Anticipated number of ESSEX RESIDENTS to be served in the next 12 months:** How many of the people in the previous question are anticipated to be from Essex?
5. **Describe the program services to be provided. Be sure to include an overview of the main program activities and how the program design fits within one or more of the Essex Human Service Focus Areas:** Answer as explained.

6. **Describe why you need this funding to support your program for Essex residents. What will be the effect if your application is not funded? What will be the effect if your application is partially funded?** Answer as explained.
7. **How will Essex residents benefit from this program? What is the demonstrable need for this program in Essex?** Answer as explained.
8. **Describe the program's measurable outcomes. What social condition, behaviors or situation will improve because of this service?** Answer as explained.
9. **What criteria is used to determine eligibility for program participation? Where will participants access/participate in this program?** Answer as explained.
10. **How do Essex residents learn about your program? What strategies and/or mediums do you use?** Answer as explained.
11. **How does your program ensure access to services and/or provide culturally responsive services to BIPOC, LGBTQ+ and/or underserved populations?** BIPOC means black, Indigenous and people of color. LGBTQ+ means lesbian, gay, bisexual, transgender, queer or questioning. Underserved populations may face barriers because of the inability to access and other disparities for reasons of race, religion, language group or social status. No matter what Essex Human Service Focus Area your program primarily fits into, is your program addressing the need for access of services or service gaps affecting specific cultural groups? If not, would the funding lead to improvements to your program?

### SECTION 3: Budget Detail

Provide budget information for the fiscal year in which you would receive Essex funds if awarded. In the narrative section, it is important to emphasize what financial management practices are in place, clear checks and balances, how service data is tracked and how expenditures are reported. In short, provide the reviewer a picture of how fiscally sound your program budget and finance processes are.

If current federal and state funding is shifted and your funding is reduced, explain what steps your organization is prepared to take to keep the program active and the doors open to clients. The Town of Essex is not always able to fully fund requests. Describe how program services will be modified if full funding is not awarded. Funds provided by Essex must not be the primary support for your program.

### SECTION 4: Attachments

Please upload a copy of your Internal Revenue Service (IRS) 501(c)(3) tax-exempt determination letter. Organizations can request a copy of their letter from the IRS by calling 1-877-829-5500.

Please upload the first page of your organization's last IRS 990 tax filing, or up to three pages of your end of year financial statement. **Please do not upload more than three pages.** Reviewers are looking for a **brief synopsis** of your organizational revenues, expenses and net assets to provide a look at your organization's financial position.

Please upload a completed IRS W-9 form. Awards will not be issued without a current form on file.

### SECTION 5: Disclosures

### Conflicts of Interest

Please answer the questions regarding any potential conflicts of interest. A potential conflict of interest does not mean that your program is ineligible for funding. It is important to provide details and a full explanation for transparency and to determine if the conflict can be defused before review.

### Public Records Law

Under Vermont’s public records law, documents in the possession of public officials for municipal business are classified as public records and are available to public unless excluded under the Public Records Act. Applicants are discouraged from submitting information considered proprietary unless it is deemed essential for proper evaluation of the application. However, if the application contains information that the applicant organization considers to be trade secrets or confidential, the pages containing that information should be identified.

## CHECKLIST

- ✓ Town of Essex Human Services Funding Application (completed online)
- ✓ Internal Revenue Service (IRS) tax-exempt determination letter
- ✓ Form 990 tax filing (first page) or end of year financial statement (**maximum three pages**)
- ✓ Completed IRS W-9 form

## SCORING

Applications will be scored in multiple areas between a range from 1 to 10 (1 = lowest, 10 highest). Scoring components include:

Benefit to Essex residents (need, outcomes, number of people served)
Program fit with any or all of the Essex Human Service Focus Areas
Ease of eligibility and access for Essex residents
Essex residents will be well informed about program availability
Ensure access to/provide culturally responsive services to BIPOC, LGBTQ+, underserved populations
Demonstrated need for funding

Applicants will receive an individual score sheet with award announcements. Final scores will not be included in the recommendation presentation to the Essex Selectboard or listed on the website.

## AWARDS

Awards will be issued prior to June 30<sup>th</sup> of each year if all documentation for processing is received. Applicants will be notified if any documentation for processing is missing.

Due to various reasons, awards may not be funded at 100% of the request. Receipt of an award in a previous year is not a guarantee of funding for future years.

## REPORTING

Award recipients are asked to provide a summary of the project work completed and the services provided to Essex residents as a result of receiving human services funding. Summary reports should be received no later than December 31 or six months after receipt of funds, whichever is later. Award recipients who have not provided a summary report will not be eligible to apply for funding in the next cycle, or until a final report is received by the Town of Essex.

- **Limit summary reports to one page.**
- Reports are due December 31 or six months after receiving funds.
- Submit reports online at [www.essexvt.org/humanservices](http://www.essexvt.org/humanservices) or email to [manager@essex.org](mailto:manager@essex.org).