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 most vulnerable residents of 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 future residents, workers and leaders.

FUNDING PROCESS TIMELINE AND KEY DATES

<table>
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<tr>
<th>February 15</th>
<th>Applications Deadline 4:00 PM</th>
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<tbody>
<tr>
<td>March-April</td>
<td>The Committee compiles and reviews all applications and makes recommendations</td>
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<tr>
<td>May</td>
<td>Essex Selectboard considers funding contingent upon available funds and approves the Focus Areas for the next fiscal year allocation</td>
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<tr>
<td>June</td>
<td>Awards are issued</td>
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SUBMISSIONS AND CONTACT INFORMATION

Submit completed applications to Tammy Getchell, Assistant to the Manager by email at tgetchell@essex.org. Please note that typed or electronic submissions are preferred. Applications must be received or postmarked by February 15th. Late or incomplete applications will not be accepted. Please look for a confirmation email that your application was received and contact Tammy if you do not receive confirmation.

For questions, please email tgetchell@essex.org or phone: (802) 878-6951.

ELIGIBILITY

Local area social, health and human services organizations who serve Essex residents are encouraged to apply to the Town of Essex for funding. Only those that are nonprofit organizations who 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.
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. Funding requests cannot exceed $25,000 or represent more than 25% of the total program budget. Please remember that budget priorities change from year to year according to local factors and past funding is not an assurance of future funding.

2020 ESSEX HUMAN SERVICES FOCUS AREAS

ACCESS TO HEALTH & BEHAVIORAL HEALTH
Eliminate barriers for underserved populations

EMERGENCY FOOD & DISASTER RELIEF
Food distribution and emergency assistance

CHILD OR FAMILY SUPPORT FOR HEALTHY RELATIONSHIPS
Healthy relationships and greater self-reliance

AFFORDABLE HOUSING OR HOUSING ASSISTANCE
Includes shelter and homeless prevention

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. Applicants selecting this area provide specialized health and mental health services to specific Essex community residents.

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

Child or Family Support for Healthy Relationships increases the ability to be successful in living a healthy, independent and productive life. Applicants selecting this area 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.

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. Applicants selecting this area 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.
APPLICATION INSTRUCTIONS

Applications should be completed by someone with knowledge of the organization that is responsible for administering the services. 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”**. Please limit your answers to the space provided with a font size that is no less than 11 points. Incomplete applications may not be considered for funding.

Typed or electronically submitted documents are preferred.

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**

Please provide relevant contact information for the organization.

The total program budget listed must match the budget information you provide in the “Total Annual Program Budget” in SECTION 3 of the application.

The funding request cannot be more than 25% of the program budget.

When selecting a focus area, please select the one that best describes the services offered by your program. If your program includes more than one, you can describe the additional focus areas in **SECTION 2, Summary of Services.**

**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 it stabilize the person’s life, how clients will access health services, what emotional supports and healthy relationships are created, or how the program ensures the person will be housed or improves 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.

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.

When describing budget priorities, provide the reviewers with an idea of how stable your organization is. 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.

CHECKLIST

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