

TOWN OF ORLEANS
HUMAN SERVICE AGENCY FUNDING FOR FISCAL YEAR 2013
REQUEST FOR FUNDING PROPOSAL

DEADLINE FOR SUBMISSION:
November 4, 2011 at 4:30 p.m.

The Town of Orleans is currently soliciting requests from local human services agencies for funding in Fiscal Year 2013 (July 1, 2012 - June 30, 2013). Organizations are invited to submit funding proposals in accordance with this notice and the charge to the Orleans Human Services Advisory Committee as revised on Dec. 7, 2005.

Please provide **TWO COMPLETE COPIES** of the entire Funding Proposal, including attachments, to the Office of the Town Administrator, Town of Orleans, 19 School Road, Orleans, MA 02653,

NAME OF ORGANIZATION:

CONTACT PERSON: _____ PHONE: _____

ORGANIZATIONAL INFORMATION: (Use separate sheets to complete your answers, as needed)

1. Mission Statement:

2. Describe the needs of Orleans residents that your organization has identified – (case studies would be useful):

3. Describe the direct assistance you provide to Orleans residents with the use of our funds e.g. – programs or treatment methods, types of care or service delivery, frequency of care or services, etc.

4. What are the new or continued services proposed for Orleans residents during its Fiscal Year 2013? Please describe.

5. Does your organization maintain a sliding fee scale, and if so, what is the scale?

6. Do any of your programs have waiting lists, and if so, how many Orleans residents are on which waiting lists?

7. Please describe clearly how your organization defines its Administrative Costs, Program Costs, and Fundraising Costs under each category below.
 - a. Administrative Costs:
 - b. Program Costs:
 - c. Fundraising Costs:
8. What is your definition of a Unit of Service?
9. What is your definition of a Free Care Unit?
10. Does your organization have a cap on the number of individuals who can be served under Free Care, and if so, what is the cap?

ADDITIONAL INFORMATION

1. You may be contacted to schedule a meeting to discuss your proposal with the Human Services Advisory Committee.
2. The Town reserves the right to contact any applicant for additional information if needed, and to exclude from consideration any funding proposal which does not provide all of the information requested.
3. Two complete copies of Requests for funding should be received no later than 4:30 p.m. on Friday, November 4, 2011 at the Office of the Town Administrator, Second Floor, Town of Orleans, 19 School Road, Orleans, MA 02653.
4. Questions or requests should be directed to the Town Administrator's office at (508) 240-3700 ext. 415.
5. Agencies will be notified of action on their requests following the May 2012 Annual Town Meeting.

ORGANIZATIONAL INFORMATION:

Request Submitted By:

Printed Name Title Date

Signature

Name of Organization: _____

Office Locations: _____

Phone Fax

Email: _____