



TOWN OF ORLEANS
HUMAN SERVICE AGENCY APPLICATION
FOR FISCAL YEAR 2025
REQUEST FOR FUNDING PROPOSAL



**FY25 APPLICATIONS ARE DUE:
ON OR BEFORE 4:00 PM ON FRIDAY, DECEMBER 8, 2023**

The Town of Orleans is currently soliciting requests from local human services agencies for funding in Fiscal Year 2025 (July 1, 2024 - June 30, 2025). Nonprofit Organizations are invited to submit funding proposals in accordance with this notice and the charge to the Orleans Human Services Advisory Committee.

Please provide **THREE (3) fully completed sets** of the FY 2025 Funding Proposal, including attachments, to:
Town of Orleans
Attn: Michaela Miteva, Licensing & Procurement Director
19 School Road, Orleans, MA 02653

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ PHONE: _____

ORGANIZATIONAL INFORMATION (USE ADDITIONAL SHEETS IF NEEDED)

1. Mission Statement:

2. Describe the NEEDS of Orleans residents that your organization has identified. Case studies would be useful.

SUMMARY SHEET
TOWN OF ORLEANS REQUEST FOR FUNDING FY2025
(to be completed by your organization)

ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

CONTACT: _____ TITLE: _____

E-MAIL: _____

	FY 24	FY 23	FY 22
AMOUNT FUNDED BY ORLEANS IN PREVIOUS YEARS:			

AMOUNT REQUESTED FROM ORLEANS: FY 25 request

FY 2025 NUMBER OF UNDUPLICATED ORLEANS CLIENTS PROJECTED:

	FY 23
<i>PLEASE PROVIDE ACTUALS FOR <u>YOUR</u> LAST FISCAL YEAR:</i>	
# OF UNDUPLICATED TOTAL CLIENTS SERVED:	
# OF UNDUPLICATED ORLEANS CLIENTS SERVED:	
TOTAL # OF UNITS OF SERVICE:	
# OF UNITS OF SERVICE TO ORLEANS CLIENTS:	
TOTAL # OF FREE CARE UNITS PROVIDED:	
# OF FREE CARE UNITS PROVIDED TO ORLEANS CLIENTS:	

ANNUAL BUDGET: _____

BUDGET BREAKDOWN (%)

PROGRAM SERVICES _____

ADMINISTRATION _____

FUNDRAISING _____

FISCAL / CALENDAR YEAR _____

CHECKLIST

REQUIRED ATTACHMENTS: (Please include copies of each in all three(3) copies of your application).

- Evidence of IRS 501(c)(3) or not for profit status
- Current organizational budget
- Proposed budget for use of Orleans funds
- Other funding sources, if any: (Federal, State, Town)