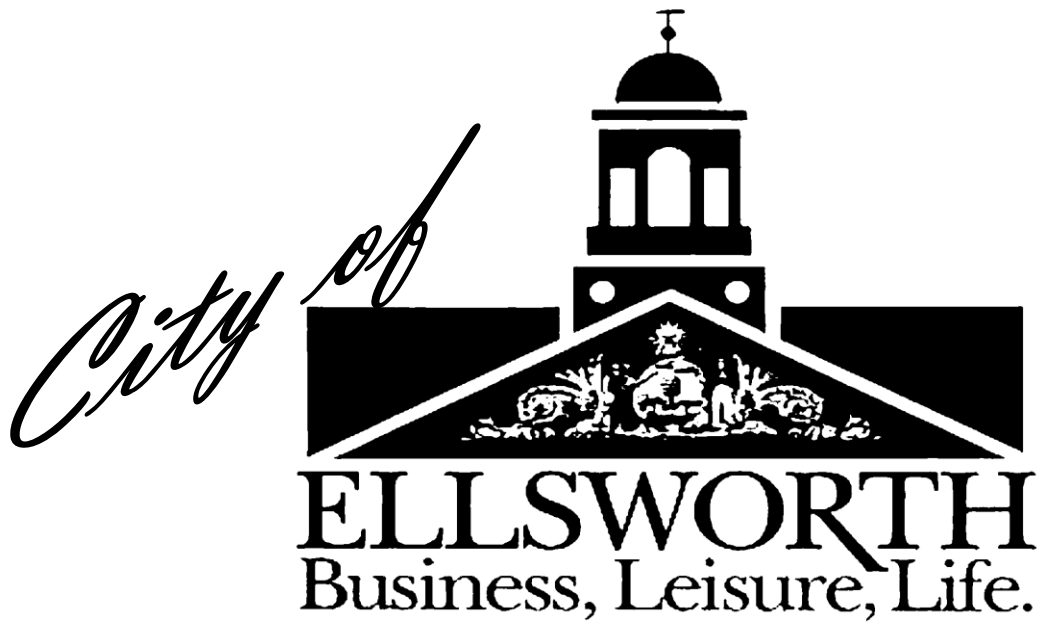




Social Services and Outside Funding Request Policy:

PURPOSE

The purpose of this policy is to provide clear guidelines for a fair and efficient process when evaluating funding requests from social service organizations.

POLICY

It is the policy of the City of Ellsworth to provide equitable consideration to all social service organizations, City Committees/Commissions and Outside Agencies/Clubs/Groups that address the basic needs of Ellsworth residents, including food, shelter, clothing, medical care, and other essential services. Funding decisions will be based on available resources, the merits of each request, and alignment with the City's priorities.

RECEIPT OF REQUESTS

All organizations requesting funding must submit their applications by the deadline specified in the annual letter memo. The letter memo and application will be made available on the City's website. Applications can be submitted via email, mail, or in person.

Upon request, applicants will be provided with:

1. A standard form letter outlining the application process.
2. A funding application form.
3. A copy of this funding policy.

Submission Options:

1. **In-Person Submission:** We recommend delivering applications in person to the Finance Department to ensure receipt. Speak directly with Finance Department staff to confirm the application has been received.
2. **Email Submission:** Email applications to Nate Moore, Finance Director, at nmoore@ellsworthmaine.gov and copy Ashlie Brown, Financial Analyst at abrown@ellsworthmaine.gov . If submitted via email, it is the applicant's responsibility to ensure they receive a confirmation email. If no confirmation is received, follow up immediately.
3. **Mail Submission:** Applications sent via USPS should include a follow-up phone call to verify receipt. If mailing a funding application, please send it to the Attention of Nate Moore and Ashlie Brown Finance Department at 1 City Hall Plaza Ellsworth, Maine 04605.

Failure to confirm receipt of an application—whether emailed, mailed, or delivered in person—will be treated as non-submission, and the organization risks missing out on funding opportunities. It is the organization's responsibility to ensure the application is received by the City. No exceptions will be made for claims that an application was mailed, emailed, or dropped off without verification.

We also strongly encourage all applicants to retain copies of their submitted application and all supporting documents for their records.

CRITERIA

Funding requests will be evaluated based on the following criteria to ensure fair prioritization:

1. The extent to which the requested funds will be used to meet or assist in meeting residents' basic needs, including food, shelter, clothing, and medical care.
2. The number of Ellsworth residents served by the organization over the previous 12 months.
3. The proportion of the organization's total operating budget represented by the requested funds.
4. The ability to leverage City funds as matching funds for additional external funding.
5. The clarity of the application, including specific work elements, measurable outcomes, and a detailed breakdown of costs.

Priority will be given to operational funding requests over special project requests unless the project demonstrates exceptional benefit to Ellsworth residents.

REQUEST PROCESSING PROCEDURE

1. The Social Services Committee will review and evaluate each funding request based on the criteria listed above.
2. All organizations will have the opportunity to present and advocate for their funding requests during a scheduled budget workshop. Workshop dates will not be personally communicated but will be announced publicly via online platforms, postings at City Hall, and local newspapers. It is the responsibility of each organization to monitor these sources, note the dates, and attend.
3. Based on their findings, the Committee will make funding recommendations to the Ellsworth City Council, considering the number of applications, funding priorities, and available resources.

FINAL DECISION

The City Council will make the final decision on funding allocations based on the recommendations of the Social Services Committee and the City's budgetary priorities.

Effective Date: 01/06/2025

Review and Revisions: This policy will be reviewed and revised as necessary. It is the responsibility of organizations to stay informed and seek out the most current version of the policy. The City of Ellsworth is not obligated to individually notify organizations of revisions or updates.

* By implementing this policy, the City of Ellsworth aims to maintain accountability and transparency in the funding process.