



Office of the Finance Director

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December 2, 2025

To: City Committees/Commissions and Outside Agencies/Clubs/Groups

Re: FY2027 Municipal Budget/Guidance on Funding Request

The City of Ellsworth is beginning preparation of the municipal budget for Fiscal Year 2027, which begins July 1, 2026. We are now accepting funding requests from outside agencies and groups. The submission deadline is **Monday, January 5, 2026, at 6:00 PM**. No applications can be submitted after this deadline.

New Electronic Submission Process: Required for FY27

For this budget cycle, the City is transitioning to a fully electronic submission process. All funding applications **must** be submitted using the online link provided on the City of Ellsworth website.

- This link will direct you to Revver, where you will complete the application electronically and upload all required documents listed on the application.
- Email, mailed, and in-person submissions will **NOT** be accepted for FY27.
- Only the electronic Revver submission will be considered a valid application.
- Please ensure your submission is complete before the deadline, **Monday January 5th at 6:00 PM**, as the system will not allow uploads or submissions after this time.

Page Limit & Required Documents Only:

To streamline the review process, organizations may submit only the pages and documents specifically required by the application.

- Additional materials (brochures, letters, photos, newsletters, reports, etc.) should **not** be uploaded during the application process. These items will not be reviewed or included in the budget book.
- If you would like to share supplemental documents with the City Council, you may bring them to the scheduled budget workshop at a later date.

Request Requirements:

To ensure fairness and consistency, all funding requests must clearly outline how requested City funds will be used. Applications should focus on specific, stand-alone work elements, such as programs, activities, or functions, and list these elements in priority order.

Please include:

- A detailed cost breakdown for each work element (out-of-pocket costs, personnel costs, etc.).
- Identification of other funding sources if total costs exceed the amount requested from the City.
- Expected outcomes tied to City support, including how many Ellsworth residents will be served and the benefits provided to the community.

Budget Review Timeline:

The City Council will review the first draft of the budget in March, with budget workshops following in April. Workshop dates, including the meeting specific to social services and outside agency requests will be posted on the City website, at City Hall, and in local newspapers.

The City does not send individual notices. It is the responsibility of each organization to monitor postings and attend their scheduled workshop.

Questions:

If you have questions regarding the application process, please contact:

- **Nate Moore, Finance Director:** nmoore@ellsworthmaine.gov
- **Ashlie Brown, Deputy Finance Director:** (207) 669-6602 or abrown@ellsworthmaine.gov

We appreciate your cooperation and look forward to working with you throughout this year's budget process.

Sincerely,

Nate Moore
Finance Director