



Town of Bridgton

Annual Outside Agency Request

Fiscal Year 2025

3 Chase Street Suite 1
Bridgton, ME 04009
Phone: 207-647-8786
Fax: 207-647-8789

Dear Prospective Applicant,

The Town of Bridgton is now accepting funding requests for programs and services for our upcoming fiscal year from social service agencies or one lead agency acting on behalf of a collaborative partnership. Applicants are required to meet the specific criteria and priorities as described in the Appropriation Guidelines to potentially secure town funding. All proposals are welcome; however, first consideration will be given to those programs already funded and have demonstrated services that positively impact Bridgton residents. Preference will be given to innovative, collaborative projects responding to the towns identified priorities.

The funding amount for the upcoming fiscal year has not yet been determined. This will be discussed over the next several months as part of the annual budget process. Applications will be reviewed and scored based on the Town of Bridgton's program priorities, completeness of the Outside Agency Application, responses to the Outside Agency Questionnaire, and strength of presented budget details. You will be notified in advance the date and time your funding request is on the budget workshop agenda. The selectmen review and discuss each request individually so it is imperative that a representative be present in the event the selectmen have questions, otherwise your request may be denied.

Due to an increase in funding requests over the last several years, all applicants must complete the enclosed Outside Agency Application and Program Budget to be considered for funding.

All requests should be sent (mail or email) to: Town of Bridgton
Attn: Holly Heymann, Finance Director
3 Chase Street, Suite 1
Bridgton, ME 04009
Email: hheyman@bridgtonmaine.org

*****The deadline to submit is Thursday, December 28, 2023, by 5:00 pm*****

The Town looks forward to receiving and reviewing your request proposals. If you have any questions, you may contact me directly at townmgr@bridgtonmaine.org or call me at 207-647-8786.

Cordially,

A handwritten signature in black ink, appearing to be "R. Peabody", written over a horizontal line.

Robert A. Peabody, Jr.
Town Manager



TOWN OF BRIDGTON
FY 2025 Outside Agency
Application & Questionnaire

For Internal Use Only

DATE RECEIVED:

Agency Name:

Mailing Address:

City:

State:

Zip Code:

Submitted By:

Title:

Email:

Phone #:

Previous Year's Funding Amount (if applicable)

Current Funding Request

\$ _____

\$ _____

Submission Instructions

1. Complete the application, questions, program budget form, and any relevant information to support your request for funding. (brochures, statistics, outcomes)

2. Deliver to: Town of Bridgton

Attn: Holly Heymann, Finance Director

3 Chase Street, Suite 1

Bridgton, ME 04009

Email Submissions: hheyman@bridgtonmaine.org

DUE DATE:

December 28, 2023

5:00 P.M.

Please Respond to the Following Questions (attach separate sheet if needed):

1. Which program priorities will you address? 1 2 3 (*Refer to Appropriation Guidelines*)

2. What services or programs will the agency provide with the funding? What innovative approaches will your agency implement to demonstrate and substantiate your request?

[illegible]

3. Describe the agency's history managing the program or service. Outline the skills and experience of staff.

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4. What outcomes will be achieved? How will you measure those outcomes? If you were funded for FY 2023-2024, please describe your accomplishments and how you achieved your goals.

[illegible]

5. What organizations are you cooperating or collaborating with? What benefits will be achieved through the partnership?

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6. What other entities has, or will, your agency make application to i.e., other municipalities, Cumberland County, CDBG (Community Development Block Grant); and if awarded funding from these other entities, how much was your award?

[illegible]

7. What will the benefit or impact be for Bridgton and how many Bridgton Residents are served?

[illegible]

8. Demonstrate the commitment of matching funds.

Please complete the Program Budget Form on the next page.

PROGRAM BUDGET
Fiscal Year July 1, 2024 - June 30, 2025

Outside Agency Name: _____

COST CATEGORY	TOWN OF BRIDGTON FUNDS	OTHER FUNDS (Please list source)	TOTAL
SPACE / RENT			
SALARIES & WAGES			
FRINGE BENEFITS			
UTILITIES			
TELEPHONE & INTERNET			
SUPPLIES / POSTAGE			
EQUIPMENT REPAIR			
MAINTENANCE			
EDUCATION & TRAINING			
CONSULTANTS			
ADVERTISING			
VEHICLE / MILEAGE			
INSURANCE			
OTHER COSTS (List)			
1.			
2.			
3.			
TOTAL COSTS			

TOWN OF BRIDGTON AMOUNT REQUESTED: _____



Town of Bridgton
Outside Agency Request
Fiscal Year July 1, 2024 – June 30, 2025

APPROPRIATION GUIDELINES

The Bridgton Board of Selectmen may fund programs for the upcoming fiscal year that meet the established criteria. Preference will be given to innovative, collaborative projects responding to the identified priorities and to outside agencies funded in Fiscal Year 2023/2024 as well as those that clearly benefit Bridgton residents.

PROGRAM PRIORITIES

- 1. Programs benefiting and impacting the residents of the Town of Bridgton.**
- 2. Programs supplying food or shelter as a critical “safety net” activity.**
- 3. Programs providing prevention or treatment services in the areas of mental health, substance use disorders, and domestic violence.**

EVALUATION OF APPLICANTS

Programs and services will be evaluated based on the following criteria:

- Benefit Bridgton residents.
- Address program priorities with measurable outcomes.
- Demonstrate innovative approaches.
- Have potential for independent continuity (reduced Town funds in future years).
- Avoid duplication of services.
- Achieve cost effective services as an alternative to the Town providing the program(s) or service(s).

APPLICATION REQUIREMENTS

Programs must meet the following minimum requirements:

- Demonstrate ability to deliver quality programs or services.
- Demonstrate cooperative / collaborative efforts between service providers.
- Include sources of program funding in addition to the Town request.
- Funding request is for program activities or services and NOT capital expenditures.