

TOWN OF WINDHAM, CT

HUMAN SERVICES DEPARTMENT



47 Crescent Street
Willimantic, Connecticut 06226-2200

Instructions to Request Town Funding and In-Kind Services Fiscal Year July 1, 2016 – June 30, 2017

Applications for funds and in-kind services are available on **THURSDAY DECEMBER 10, 2015** at the Human Services Department (860-465-3066) located on the **47 Crescent Street in Willimantic, Connecticut** or online at the Town of Windham website www.windhamct.com (Human Services Department page)

**All funding and in-kind requests are due no later than –
THURSDAY, JANUARY 7, 2016 by 4:00PM.
Applications submitted after the deadline
will not be considered.**

Facsimile and Email transmissions will not be accepted.

Application process is as follows:

- Town Council Ad-Hoc committee will review all applications
- The Ad-Hoc committee will hold meetings with applicant agencies
- Meeting(s) will be held in January
- Recommendations will be made to the full Town Council

Applicants must submit an original application plus three (3) copies and attach the following:

- Agency's Last Annual Report
- List of Board of Directors
- Current Organizational Chart
- Current Budget
- Most Recent Federal 990
- Most Recent Audited Financial Statement

**If not available, please provide an explanation in designated space on the application.
No additional documents should be included.**

Award Notification

Due to limited funding, there is no guarantee that all qualified applicants will receive funding. Final decisions and notifications will be made after the budget has passed voter referendum.

Contract

Applicants receiving funding / in-kind services will be mailed a contract specifying the project for which the funds/ in-kind services are being awarded. Recipients must sign and return the contract prior to release of funds. No changes can be made, either in activity or fund / in-kind use, without requesting and receiving prior written approval by the Town Manager.