

TOWN OF MANSFIELD
DEPARTMENT OF HUMAN SERVICES



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December 5, 2016

Re: FY2017/2018 Agency Grant Application

The Town of Mansfield has officially begun the FY 2017/18 budget process. As part of the process, the Town has formalized its procedure for contributory grant applications. A contributory grant application is enclosed. If you would like an electronic copy for your convenience, please e-mail me at the below address. In order to be considered for contributory grant funding, your agency must be a non-profit human service organization that services Mansfield clients. **Hard copy requests with all required documentation must be submitted by 4:00 p.m. on January 5, 2017** to:

Pat Schneider, Director of Human Services
Mansfield Human Services Department
4 South Eagleville Road
Mansfield, CT 06238-2599

Please be sure to include the following required attachments:

1. 2016-2017 Agency Grant Application (enclosed)
2. List of Board of Directors
3. Most recent annual report
4. Most recent financial audit
5. Current organizational Budget Summary identifying revenues, highlighting all municipal funding.
6. IRS 501 (c)(3) ruling letter.

Reapplication is required annually and, after review, recommendations for funding will be presented during the annual budget process. Applicant agencies may receive full funding, partial funding or no funding based on the outcome of the review and the Town's budget process.

If you have any questions or concerns do not hesitate to contact me.

Patricia R. Schneider, L.C.S.W.
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