



TOWN OF WESTBROOK
ARPA GRANT FUNDING REQUEST APPLICATION

The Town of Westbrook is committed to the recovery of its residents from the COVID pandemic, but recognizes the fact that it alone cannot accomplish this. As part of this recovery, the Town is accepting requests from agencies who help provide essential social services and help those most affected by the pandemic, which includes:

- Utilizing funding for programs or services in response to those impacted by the negative health and economic impacts of the pandemic, including the general public
- Providing funding that can be utilized by households, populations, or classes that experienced pandemic impacts, including disproportionately impacted communities
- Responding with funds for COVID-19 mitigation and prevention, medical expenses, behavioral healthcare, and preventing and responding to violence
- Providing additional assistance to households, small businesses, and nonprofits
- Granting assistance to impacted industries, including tourism, travel, and hospitality that faced inordinate impacts due to the pandemic

While your agency has submitted a request for funding, the attached application must be completed so that the Town is in compliance with the rules laid out in the American Rescue Plan Act. Please return to the Finance Department by **Wednesday May 3, 2023**.

A completed package consists of:

1. Completed application with budget and staffing information
2. Copy of your latest independent audited Financial Statement.

If you have any questions regarding the packet or the funding process, please call Donna Castracane, Finance Director at 860-399-3004 or dcastracane@westbrookct.us

**TOWN OF WESTBROOK
GRANT AGENCY FUNDING APPLICATION**

APPLICANT INFORMATION

Name of Organization: _____

Mailing Address: _____

Telephone Number: _____

Contact Person: _____

Title: _____

Total funding request \$ _____

Does your agency request and receive money from the Town during the budget process?
Yes _____ No _____

We certify that, to the best of our knowledge, the information provided in this Grant Application packet is accurate and complete.

<u>Name</u>	<u>Title</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

the populations hardest hit by the COVID-19 crisis?

IV. Does your agency coordinate at all with the Town of Westbrook in delivery of services?

V. What do you expect to accomplish if you receive these funds?

VI. Does your agency provide any funding, support, or services to other non-profit agencies? If so, to

whom?

VII. Please provide information specifically on Westbrook residents that your program serves.

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OPERATING BUDGET – Can submit as a separate document

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET
Personnel:			
Fringe Benefits			
Payroll Taxes			
SUBTOTAL			
Contract Services			
SUBTOTAL			
Office Expenses:			
Telephone			
Postage			
Copying			
Supplies			
Dues & Subscriptions			
Other			
SUBTOTAL			
Employee: Training/Education/Seminars			
SUBTOTAL			
Equipment:			
Purchases			
Rental			
Maintenance			
SUBTOTAL			
Occupancy:			
Rent			
Utilities			
Cleaning			
Insurance			
SUBTOTAL			
Professional Services:			
Legal			
Audit			
Other			
SUBTOTAL			
Other Expenses (List):			
SUBTOTAL			
TOTAL EXPENDITURES			

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REVENUE BUDGET – can submit as a separate document

REVENUE	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET
Program Fees & Charges:			
Dues			
Special Events			
Other			
SUBTOTAL			
Grants:			
Corporate/Business			
Foundation			
Other			
SUBTOTAL			
Government:			
Federal			
State			
Town of Westbrook			
Other:			
SUBTOTAL			
TOTAL REVENUE			

