

**TOWN OF TRURO  
HUMAN SERVICES COMMITTEE  
REQUEST FOR PROPOSALS  
FISCAL YEAR 2025**

**INTRODUCTION**

The Town of Truro, Massachusetts is hereby requesting funding proposals for fiscal year 2025 (July 1, 2024 through June 30, 2025) from human services agencies serving Truro residents. Qualifying agencies are invited to submit funding proposals no later than **4:00 p.m. on Friday, December 8, 2023**. Proposals selected for funding will be included in an omnibus appropriation article submitted by the Town of Truro to its 2024 annual town meeting.

**SPECIFICATIONS**

Human services grants will be allocated by the Town to support the overall operations of agencies that provide services to Truro residents, particularly those of low or moderate income and those who are uninsured or underinsured. The Town has designed this grant program to help identify a clearer link between the funding it provides, and the needs identified by the community. Accordingly, priority will be given to locally based human services agencies that are meeting needs not otherwise met.

**INSTRUCTIONS TO APPLICANTS**

Please supply **one copy** of the following information by the above-cited deadline:

- The **amount of your request**, as well as **support for any increase from previous years**.
- A general **statement of your mission**, primary objective(s), and the method of operation.
- The total number of **unduplicated Truro clients** to whom you supplied services in your preceding fiscal year.
- **Fees** you charge clients, if any, for **each type and unit of service**.
- Estimated **total savings to Truro clients** attributable to your operations.
- Your **operating budget** for your current fiscal year.
- The proportion of your budget **expended on direct services** to clients in your past fiscal year.
- Evidence of your **tax-exempt status** (or evidence of monitoring by a qualified entity).
- A list of current members of your **Board of Directors** or Steering Committee.

**Note:** To the extent possible, actual figures are needed rather than estimates. Please supply any other information that is pertinent to your request.

**SUBMISSION OF PROPOSALS**

All **sealed proposals** offered in response to this RFP must be submitted no later than **4:00 p.m. on Friday, December 8, 2023**. Submissions should be directed to: Town of Truro, PO Box 2030, 24 Town Hall Road, Truro, MA 02666, attn.: Human Services Committee.

Again this year, you also have the option of submitting your proposal electronically by emailing the proposal to: **nscoullar@truro-ma.gov** or to: **ntudor@truro-ma.gov**. In the subject line please enter **Human Services Committee FY25 proposal**. All emailed proposals must be received by 4:00 p.m. on Friday, December 8, 2023. It is highly recommended that you request a **return receipt and/or a delivery receipt** when emailing your proposal.

Proposals not received by **4:00 p.m. on Friday, December 8, 2023** cannot be considered - NO EXCEPTIONS.

**REVIEW OF PROPOSALS FOR FUNDING**

A public meeting of the Human Services Committee to begin review of the proposals for FY25 will be held on Tuesday, December 12, 2023, at 1:00 pm in the Historic Meeting Room at 24 Town Hall Road, Truro. All members of the public are welcome to attend.