



Lincoln County Regional Planning Commission 2016 ASK Program Description

Description: The Lincoln County Regional Planning Commission will provide small awards to municipal projects (\$250 to \$2000) in support of specific technical assistance such as preliminary engineering, mapping, or design, or economic/market research that will help a community address a barrier or obstacle that prevents the solution or completion of an important municipal or county issue or project. Towns are also encouraged to consider working with another town on a joint ASK project, should this be an effective and practical approach to a similar issue, given geography, logistics, timing, etc. A realistic budget for your project is likely to require more than the ASK grant, making additional town funds and in-kind resources important to insuring success.

Application and Decision Making Process: For the 2016 round, we invite proposals from Town Managers, Boards of Selectmen, or the County Commissioners **by Friday, March 25**, with decisions by late April. LCRPC hopes to award 3 to 5 grants this year. We will schedule a site/town visit during the review process and at the conclusion of the grant. Towns which received an ASK grant in previous years are eligible to apply if all Final Project Reports for earlier grants have been submitted by the 2016 application deadline.

The application must be submitted by and with approval of Town manager/Administrator/Board of Selectmen, and with Town Department support, where applicable.

The application shall be no more than a 1-2-page description of the issue, with a brief history, a property or facility description, the problem or need to be addressed, proposed grant tasks and complete budget, town official or staff lead and participants, whether this is part of a larger project, any resources already dedicated to the short or long-term related effort, and possible actions to follow this project.

Criteria:

Funding priorities are 1) public infrastructure or facility, 2) business attraction or retention, or 3) health and safety issues.

Additional criteria include:

- Urgency of situation (what's at risk?)
- Timeliness of assistance (why now?)
- Probability of future steps and implementation

Benefits:

- Access to appropriate expertise in a timely manner, when other funding is not available.
- Improved decision-making for subsequent phases of a project.
- Insight into viable alternatives to address and solve problem.

Examples:

- Engineering recommendations on a culvert redesign or special issues related to ADA or fire safety, for example.
- Assistance writing an RFQ/RFP for a municipal project
- Targeted market or economic research
- Preliminary site or building design or evaluation
- Municipal road planning
- Design/cost estimates for a brochure for a town or area

Applications may be emailed to mbarnes@lcrpc.org, mailed to the LCRPC, 297 Bath Road, Wiscasset, ME 04578, or delivered to our office. Please call or email if you have questions.

Guidelines for 2016 ASK Application Lincoln County Regional Planning Commission

Applications due to the LCRPC office in Wiscasset on **Friday, March 25, 2016.**

The funding priorities are proposals that relate to:

- 1) public infrastructure or facility in your town
- 2) business attraction or retention
- 3) local health and safety issues

Please use no more than 2 pages to provide the following information:

1. Describe the specific municipal issue or problem.
2. Briefly describe how the problem developed, any previous town efforts to solve or address it, if known, and why this needs to be solved now.
3. Attach an extra page with a sketch, map, or photo, where appropriate.
4. Explain or list the steps or activities are planned for the ASK funds.
5. Identify the town officials, key town employees, or consultants who will be involved.
6. If this is part of a larger town project/problem, please say how this short-term “study” will help address the larger problem.
7. List any current or potential resources (town funds, pro-bono assistance, volunteers, and town equipment, for example) that would be part of the overall budget for this project.
8. Discuss the town’s plans to take action, following this project.
9. Include a cover letter signed by the Town Manager, Town Administrator, or Chair of the Selectboard acknowledging this application.

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