 297 Bath Road

LCRPC

Lincoln County Regional Planning Commission

Wiscasset, ME 04578

207-882-5983

**“Assistance With Specific Know-How”**

**Lincoln County Regional Planning Commission**

**2017 ASK PROGRAM**

**Description:** Lincoln County Regional Planning Commission will provide small awards ($250 to $2000) to municipal projects 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 issue or project. Towns are also encouraged to consider working with other towns on a joint project, should this be an effective and practical approach to a common issue.

**Funding priorities are:**

1) public infrastructure or facility in your town

2) business attraction or retention

3) local 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

A realistic budget for most projects, from our experience, will likely require more than the ASK grant, so it will be helpful to identify additional funds and/or in-kind resources to help your project succeed.

**Benefits of ASK support:**

* 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 of technical assistance:**

* Engineering recommendations on issues related to ADA, fire safety, or a culvert redesign,for example.
* Assistance writing an RFQ/RFP for a municipal project
* Targeted market or economic research
* Preliminary public building or site design or evaluation
* Municipal road planning
* Brochure design to promote a town or area

**Applications Due:** We invite proposals from Town Managers, Town Administrators, or Boards of Selectmen by **Tuesday, March 21, 2017** with decisions by mid-to late April. LCRPC hopes to award 3 or 4 grants. During the review process, we’ll call and talk with you about the application and may visit the project site. Towns which received an ASK grant in previous years are eligible to apply if the previous grant is complete and final project reports have been submitted by the 2017 deadline.

The application must be submitted by and with approval of Town Manager, Administrator, or the Board of Selectmen where applicable. The application should include a cover letter and 1 - 2 page narrative covering all the information below.

**APPLICATION CHECKLIST:**

No need to make this too complicated! Please provide the information requested for items 2 to 9 below in no more than 2 pages.

1. Please attach a cover letter signed by the Town Manager, Town Administrator, or Chair of the Selectboard acknowledging/supporting this application.

2. Describe the specific municipal issue or problem.

3. 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.

4. Attach an extra page with a sketch, map, or photo, where appropriate.

5. Explain or list the steps and tasks planned for the ASK funds.

6. Identify the town officials, key town employees, or consultants who will be involved.

7. If this is part of a larger town project/problem, please say how this short-term technical assistance will help address the larger problem.

8. 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.

9. Discuss the town’s plans to take action following this project.

*Examples of previous ASK projects are on our website at* ***http://lcrpc.org/ask-program***

*Questions? Please give a call to the office or email* [*mbarnes@lcrpc.org*](mailto:mbarnes@lcrpc.org)*. Applications can be mailed to the LCRPC, 297 Bath Road, Wiscasset, ME 04578, dropped off at the office or emailed. Thank you!*