

March 11, 2024

Lincoln County Regional Planning Commission (LCRPC)
Spring 2024 “Assistance with Specific Know-How” (ASK) Grant Program



The Lincoln County Regional Planning Commission (LCRPC) plans to award 5 ASK Grants this spring for a municipal and/or community project in need of specific technical assistance, such as preliminary engineering/design, economic research, architectural or environmental planning, for example, that will help solve a municipal issue or complete an important town project.

The maximum award amount is \$2,500.

Proposals are due by Friday, April 5, 2024. Towns are encouraged to work with other towns on a joint project, should this be an effective and practical approach to a common issue.

The funding priorities remain the same as in previous ASK opportunities:

1. A town public infrastructure or facility
2. Business attraction or retention
3. Local health and safety issues

Additional criteria include:

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

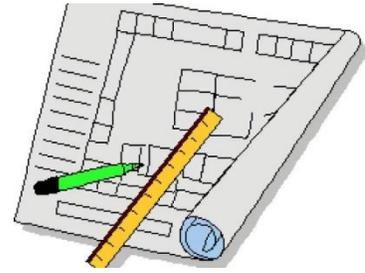
A realistic budget for most projects, from our experience, will likely require more than the ASK grant. *Please be sure you have additional funds, in-kind resources, and/or possible partnerships to help your project succeed.*

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 or design recommendations on issues related to ADA, fire safety, or a culvert, for example
- Assistance writing an RFQ/RFP for a municipal project
- Targeted economic research
- Structural or site evaluation or preliminary design for a public building or property
- Town road inventory and capital planning
- Brochure design to promote a town or area
- Wayfinding plans
- Municipal energy project feasibility assessment



Application Criteria & Checklist:

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

During the review process, we'll call and talk with you about the application and may visit the project site. Towns who 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 April 5, 2024 deadline.

APPLICATION CHECKLIST

Please provide the information requested for Items 2 to 9 below in no more than two (2) pages.

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

[Applications can be emailed or mailed to the LCRPC, 297 Bath Road, Wiscasset, ME 04578](#)

Please give the office a call to talk through a proposal – a few minutes answering questions or identifying other helpful resources could improve the application and save you time.

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