



Allocation Strategy & Process Timeline for FY17-18 (July 1, 2017 – June 30, 2018)

Task	Responsible Party	Timeline
Debrief the fall 2016 process	Allocation Committee	October 2016
Revise the application	Allocation Committee	November 2016
Allocation Committee provides an application process update to the MLR Board.	Allocation Committee	December 2016
The MLR Board approves the final version of the application and MLR staff meets with the potential producers of programs and projects to review a hard copy of the strategy and the application.	MLR Board	January 2016
FY17-18 Allocation Application window opens. Applicants will be provided with the opportunity to schedule a one on one conference with MLR staff to work through specific details of their application. The application window opens on February 1, 2017 and closes on February 28, 2017.	MLR Staff	February 2017
The Allocation Committee meets to review the applications and make recommendations for funding to the MLR Board. This provides the opportunity for MLR staff to request clarification about specific applications prior to the committee meeting to review and make recommendations.	Allocation Committee	March 2017
Allocation Committee recommends approval for FY17-18 funding to the MLR Board.	MLR Board	April 2017
MLR Board recommends approval for funding to the Town Council for FY17-18.	Town Council	
FY17-18 contracts are completed and approved	Town Staff	May 2017