

City of Barre

Funding Request Policy

The Barre City Council has adopted the following policy to manage requests by social service agencies to be placed on the Annual Meeting ballot.

1. Organizations that have not received funding from the City in the last budget cycle are required to petition their request for inclusion on the Annual (Town) Meeting ballot. Such requests will appear as a separate article on the ballot for Town Meeting Day for consideration by the voters. Petition formats and deadlines shall be as established in Vermont State 17 VSA §2642(a) and Barre City charter.
2. Organizations whose funding request was approved by the voters at the immediately preceding Annual (Town) Meeting will not have to submit a petition to be on the ballot for the upcoming Annual (Town) Meeting vote unless an increase in funding is requested. The organization must submit in writing by January 2nd, or the first business day in January, whichever is later, its request to appear on the ballot, and the request amount must be no more than the previously approved amount.
3. Organizations that received voter approval in the previous year, but are seeking an increase in funding must follow the petition process as outlined in this policy.
4. Any organization receiving funding must submit a report for the City's Annual Report. This report must be for the organization's most recent fiscal year in which the voter-approved support was received. The report must be submitted to the City Manager's Office by September 1st following the end of the fiscal year.
5. Organizations required to petition for inclusion on the Annual (Town) Meeting ballot must submit a petition signed by at least 10% of the City's registered voters. This petition must state the organization is seeking to be included on the Annual (Town) Meeting Ballot for voter approval of an appropriation out of the general fund. The petition must also state the dollar amount requested and must be submitted not less than 47 days before the day of the Annual Meeting.
6. All organizations seeking Barre City funding support through the request letter process must submit a completed copy of the Funding Request application and supporting materials. The application and support materials must be submitted by the deadline listed in item #2 above.

For questions concerning requests to be placed on the Annual (Town) Meeting ballot, please contact the City Clerk's office at (802) 476-0242.

Adopted by City Council on February 14, 2006.
Revised and adopted by City Council on July 22, 2008.
Revised and adopted by City Council on August 2, 2011
Revised and adopted by City Council on June 6, 2017
Revised and adopted by City Council on October 3, 2017