

**City of Barre, Vermont
6 N. Main Street, City Hall
Barre, Vermont 05641**

**BARRE CITY FUNDING REQUESTS
Policies and Procedures**

GUIDELINES

Eligibility – Private, non-profit organizations that benefit the residents of Barre City may seek City funding through voter approval of an item on the Annual (Town) Meeting ballot.

Process – Those organizations who received voter-approved funding at the most recent Annual Meeting, may request placement of an article on the following Annual Meeting ballot, provided they meet the following criteria:

1. Funding amount being sought is the same as was approved by the voters at the immediately preceding Annual Meeting.
2. A letter requesting Annual Meeting placement of a level funded appropriation request on the ballot must be presented to the Clerk's office no later than close of business on January 2nd, or the first business day in January, whichever is later.
3. A Funding Request application and supporting materials must be submitted by the same deadline listed in #2 above.

If an organization is seeking an increase in funding, or did not receive voter approval at the most recent Annual Meeting, they must follow the petition process as outlined in statute, charter and policy. Barre City charter requires a minimum of 10% of Barre City's voters to sign a funding request petition. Joint petitions are acceptable, as per statute.

Acknowledgement – Please acknowledge the support provided by Barre City in your organization's annual report and other published materials.

Recipient Outreach – A representative from your organization will be expected to participate in an Open House for all funding recipients in order to share their programs and services to interested Barre community members.

Recipient Reporting – Organizations that receive funding are required to submit a report to be published in the annual city report. This submission is due to the City Manager's office by September 1st each year, and must include a narrative description of programs and activities carried out with City funds. Please include numbers served, including breakdowns by age, community, etc. The report should be no more than 2 pages long, and must be submitted electronically in word format.

Applications and supporting documents are public – Please note that your application and all supporting documents are considered public.

Questions and additional information – Questions may be directed to the City Clerk's office: 802-476-0242 – or cdawes@barrecity.org.

Application for Funding Request

To accompany letter or petition requesting placement
on Annual (Town) Meeting Ballot

FY19 (July 2018 – June 2019)

Deadline for submission:

4:30 PM, January 2, 2018

Applicant / Organization Name:

Mailing Address:

Website: _____ **Fiscal Year Dates (if organization)** _____

Amount requested: _____

Primary Contact Person:

_____ **Title:** _____

Phone: _____ **E-mail:** _____

This application must be signed by the Executive Director, President of the Board, or primary contact person listed above.

Signature

Please print name

Title

Date

Answers to narrative questions #1-4 should be no more than 2 pages total. Applications and support materials will be scanned and posted on the Annual Meeting section of the Barre City website.

1. Provide a brief description of your work and the program for which you are requesting funding. Explain your organization's activities.
2. If approved, how will you use the money you are requesting? Is it for general operating expenses, or for a particular program or project? Please provide an organization, program or project budget that a layperson can understand.
3. What geographic area does your organization or program serve?
4. What are the unduplicated numbers of people served by your organization or program during your most recent fiscal year?
 - a. Number of individual people served, organization-wide (unduplicated).
 - b. Number of Barre City residents (unduplicated).
 - c. If applicable, number (or percentage) of low-income Barre City residents.
 - d. If applicable, number of City resident volunteers.

Please provide the following attachments (as applicable). If you do not have one or more of these items, please explain why:

- Most recently completed year-end balance sheet, and budget-to-actual revenues and expenditures (profit & loss report)
- Most recent 990 or equivalent
- List of current board members
- Copy of IRS Determination Letter