



TOWN OF MILTON Outside Agency Funding Policy

Background and Purpose: The Town of Milton appropriates money each year to assist non-governmental organizations in provision of services to the community. These services include but are not limited to health and welfare, cultural development, economic development, and social services. The purpose of this policy is provide notice of the requirements, priorities, and process.

Requirements: The following two requirements shall apply:

- Funding is only provided to federally tax exempt organizations
- Organizations must be legally incorporated with the State of Vermont

Final determinations on funding are made annually by the Selectboard according to the priorities outlined below:

1. Organizations that provide necessary and direct service(s) to residents of Milton that focus on a specific or vulnerable population or service area that demonstrates a need for, or lack of, specific services
2. Organizations that have a historic relationship or historically successful events with the Town of Milton
3. Organizations located within the Town of Milton providing a majority of their services to residents of the Town of Milton
4. Organizations that contribute to the recreation and outdoors activities available in the Town
5. Organizations that can bill insurers for services

Process: The process for applying for funding from the Town of Milton as an outside agency is as follows:

- At the beginning of the budget process, the Town Manager or his designee will send a letter to outside agencies funded in the prior fiscal year reminding them to submit their funding requests for the next fiscal year within 30 days.

Each organization **MUST** submit one (1) original and six (6) copies of their submission and any supplemental materials to:

Town Manager's Office
43 Bombardier Road
Milton, VT 05468

- The funding request from the agency should include a specific dollar amount and general statement of purpose for what the funds will be used for and any substantiating information the agency wishes to provide supporting the request
- When necessary, the Town may require additional documentation to substantiate tax exempt and incorporated status
- The Town shall notify each outside agency requesting funds of the time and date when the Selectboard anticipates reviewing the budget for outside agencies
- The Milton Selectboard at their discretion may attach stipulations or requirements for funding requests
- When the fiscal year begins, outside agencies approved for funding shall submit an invoice for the approved amount to the Town to trigger payment of their allocation

Resolution

Town of Milton, Vermont

Outside Agency Funding

WHEREAS, the Selectboard of the Town of Milton has established a goal of creating a policy to guide funding on outside agencies, and

WHEREAS, the Town of Milton appropriates funds annually to certain outside agencies for the purposes of providing social and community services to the residents of Milton, and

WHEREAS, the Town Manager has developed a policy for the Town of Milton titled the "Outside Agency Funding" policy that meets the goal of the Selectboard to create such a policy and reflects the funding priorities the Selectboard considers desirable,

NOW, THEREFORE BE IT RESOLVED, that the Selectboard of the Town of Milton hereby adopt the above referenced "Outside Agency Funding" policy and adds it to the Administrative Policies of the Town of Milton.

Dated at Milton, Vermont this _____ day of _____, 2012

MILTON SELECTBOARD



Louis H. Mossey III, Chairperson

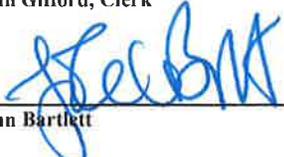
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Darren Adams, Vice-Chairperson

John Gifford, Clerk



Todd Shepard



John Bartlett

Filed with the Milton Town Clerk's Office this 5 day of Sept., 2012

Attest: 

Milton Assistant Town Clerk