

Selectboard Policy
Regarding
Social, Community & Economic Service Appropriations

Purpose: To outline the requirements for being eligible and requesting social, economic & community service appropriations.

Eligibility: In order to be eligible for a social, economic or community service appropriation the organization must be a non-profit and provide services to the Stowe Community.

Process: Any non-profit or non-for-profit organization requesting a social, economic or community service appropriation shall fill out the attached form requesting an appropriation from the Town of Stowe and return to the Town Manager's Office at or before December 15th for consideration as part of the upcoming fiscal year's budget. The form shall request information on the amount they are asking for, the approximate population served within the Stowe community, what services they provide that have a public benefit, the intended use of the appropriation, and what if any funding they receive from other municipalities and other sources. The form shall also ask for their contact information and their IRS non-profit ID Number. If the organization does not have an IRS non-profit ID Number, they shall provide evidence satisfactory to the Town Manager that they are not a for-profit organization.

If it is a new or increased appropriation request, a representative from the non-profit shall appear before the Selectboard during their budget development process to answer any additional questions. The Selectboard reserves the right to request any agency that has received an appropriation in the past to appear before the Selectboard even if they are not requesting an increased appropriation.

The Selectboard shall determine what if any funding to include in the budget for voter consideration. Alternatively, a non-profit may obtain a legally binding petition with 5% of the registered voter's signatures for inclusion on the Annual Meeting Warning.

Guideline on Appropriations: As a general guideline, the goal of the Selectboard is to maintain the Social Services Budget at or below one half of one percent of the Selectboard proposed General Fund Operating Expenditure Budget. Also, as a general guideline, the goal of the Selectboard is to maintain the Economic & Community Services Budget at or below three quarters of one percent of the Selectboard proposed General Fund Operating Expenditure Budget.

Annual Report: All social, community or economic service non-profits requesting or receiving an appropriation shall provide a report for inclusion in the Annual Report outlining how they are serving the Stowe Community. It is desirable for the report to stipulate the approximate population served and the services provided. If provided before the appropriation request is provided to the Selectboard, staff will forward it to the Selectboard along with the appropriation request.

Drawdown of an Appropriation: Any appropriation approved by the voters at Annual Meeting may be disbursed during the fiscal year for which it was appropriated if an invoice is provided to the Town Manager's Office with a certificate of insurance from the requesting or umbrella organization.