

**Town of Brandon**  
**Community Service Organization Funding Request**  
**Policy**

It is the policy of the Town of Brandon to accept requests for funding from community service organizations for consideration at their Annual Town Meeting. Organizations may be considered if they meet the following qualifications:

- The organization is a non-profit organization.
- The organization can demonstrate a service(s) is provided to the residents of Brandon.

In order to be considered, the following requirements must be received by December 31<sup>st</sup>:

If funding was NOT approved by voters in the prior year, or your appropriation request is not the same as the voter approved request from the prior year:

- A petition signed by 5% of the registered voters of the Town of Brandon (please verify with the Town Clerk the number of required signatures).
- A letter outlining the nature of the request and how the organization benefits the residents of Brandon.
- A budget summary.

If funding WAS approved by voters in either of the prior 2 years, and the appropriation request is the same, or less, as the voter approved request in the prior year:

- A written report of the organization and the benefits that the Town of Brandon receives from the organization to be printed in the Annual Town Report.
- A budget summary.
- All organizations are required to submit petitions in the fifth year.

All community service organizations must complete the petition process to be initially considered at the Annual Town Meeting. If voters approve the appropriation, the organization will not have to submit the petition requirement for four years as long as the request is no more than the original successful request. If additional funding is requested in the subsequent four years, the community service organization will be required to submit the required petition with the other requirements. All organizations will be required to submit the petition requirement in the fifth year.

Upon a successful vote at the Annual Town Meeting, the Town will notify the organization of the amount of the appropriation and will ask the recipient to submit a letter requesting the funds after July 1<sup>st</sup> which will be paid by the Town within 30 days after each of the tax due dates.

The Town of Brandon will not be responsible for reminding organizations of the pending deadline for funding requests.

**Revisions adopted by the Brandon Select Board on: January 9, 2017**