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**TOWN OF WAITSFIELD, VT**  
**ANNUAL SOCIAL SERVICES AND ORGANIZATION APPROPRIATION POLICY**

**I. Purpose**

The Town of Waitsfield provides financial support to various local, regional, statewide, and other agencies and organizations each fiscal year. This policy is adopted to ensure that support is provided in a manner that is consistent, transparent, and fair.

The goals of the policy include, but are not necessarily limited to:

- Equal access to the appropriation process;
- Clarification of, and consistency with, the application process;
- Ensuring that social service and organization funding levels reflect the greater community conversation about the annual municipal budget;
- Greater transparency in how funding decisions are made; and
- Assurance that local property tax dollars directly or indirectly serve the needs of the residents of Waitsfield and the Mad River Valley.

**II. Definitions**

- a. *Fiscal Year* – refers to the Town’s fiscal year, running from July 1 to June 30.
- b. *Funding* – refers to the annual (fiscal year) appropriations approved by voters.
- c. *General Fund* – refers to the fund used to account for all financial resources, except those accounted for in enterprise or other funds.
- d. *Organization* – refers to organizations, agencies, or other community groups seeking an annual appropriation from the Town.
- e. *Selectboard* – refers to the legislative body of the Town.
- f. *Town* – refers to the Town of Waitsfield.

**III. Funding Guidelines (Criteria and Priority)**

The criteria used to evaluate annual appropriation requests will include, but not necessarily be limited to:

1. Whether or not the organization provides service(s) to the residents of Waitsfield.
2. Whether or not the organization provides service(s) to residents that would otherwise be unavailable or limited.
3. Whether or not the organization provides service(s) that demonstrably enhances the quality of life in Waitsfield and the Mad River Valley.
4. Whether or not the organization has demonstrated a financial need for the appropriation sought, including identification of other sources of funding as applicable.

When funding is limited to levels less than the target established in Section V of this policy, the Selectboard will award funding using the following priority order:

1. Organizations located in and providing service to residents of Waitsfield.

- 2. Organizations located in and providing service to residents of the Mad River Valley.
- 3. Organizations located outside of Waitsfield or the Mad River Valley with a demonstrated provision of service to residents of both.
- 4. All other organizations.

**IV. Application for Funding**

All organizations shall complete and submit the funding application form appended to this policy on or before November 30th of each year. This allows funding requests to be included in and evaluated with the budget presented to the Selectboard for review. Voters will make the ultimate determination relative to funding level at Town Meeting in March.

The application form will be available to organizations seeking an appropriation on or before October 1<sup>st</sup> of each year. The form will be available on the Town’s website ([www.waitsfieldvt.us](http://www.waitsfieldvt.us)), at the Town Offices, or emailed upon request. The Town is responsible only for making the form available – it is the duty of the organization to adhere to the Town’s process and timeline. Failure to submit the requisite materials in a timely manner may result in lack of inclusion in the appropriation process.

Due to the process established in State statute, organizations seeking an appropriation can petition to be on the Town Meeting warning and appeal directly to voters. The Town encourages all organizations to apply for funding through the process established in this policy. An organization choosing the statutorily-available path for funding shall meet with the Selectboard in January to discuss the request and the reason the process established in this policy and used by other organizations was not available or workable.

**V. Appropriation Target**

The Selectboard may appropriate an amount equivalent to 1.0% of total proposed general fund expenditures for organization requests in a given fiscal year. The target percentage may be adjusted by the Selectboard during any individual fiscal year at its sole discretion.

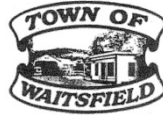
An increase in general fund expenditures approved by voters from the floor at Town Meeting will not automatically increase the funding available for organization appropriations. However, if action taken from the floor clearly indicates the intent is to increase the level of funding for an organization, the Selectboard may choose to increase funding for that organization.

**VI. Signatures**

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**TOWN OF WAITSFIELD  
ANNUAL SOCIAL SERVICES APPROPRIATIONS  
APPLICATION FORM**

*This form must be submitted for consideration for funding in the annual general fund budget on or before November 30<sup>th</sup>.*

Organization:

Address:

Contact name:

Phone:

E-mail:

Website or social media page:

FY20 Funding Request:

% of Total Municipal Funding of Overall Organization Budget:

Please describe how the organization serves Waitsfield and its residents. Include any data in this section or as a separate attachment:

Please describe how a municipal appropriation is important to the fiscal health and viability of the organization:

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Please provide any additional information useful for evaluating the organization's appropriation request:

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Have you read and do you understand the Town of Waitsfield's annual social services appropriation policy?

Yes

No