

# TOWN OF WEATHERSFIELD, VERMONT

## SOCIAL SERVICES POLICY

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### **I. Authority**

This policy is adopted pursuant to the authority granted in Title 24, Section 872 of the Vermont Statutes Annotated.

### **II. Purpose**

To promote transparency, accountability and equitable practices in consideration and distribution of Weathersfield funds to area nonprofits.

### **III. Policy**

The Board of Selectors will consider yearly financial requests from area nonprofits, which can demonstrate the delivery of direct programs and services to Weathersfield residents. All funding requests will be considered and voted on by the Selectors, following a review of the request and submitted documentation, and a question and answer opportunity with the requesting organization at a warned Selectors' meeting. Approved funding requests under \$500 will be included in the proposed general fund budget. Requests of \$500 or greater will require inclusion on the Town Meeting Warning and a majority vote in support of the request. All applications and required documentation will be available for inspection at any time by community members at the town office.

### **IV. Procedures**

#### *A. Announcement and Application*

The Town will publish an announcement on its website in early August of each year, which will outline the policy, procedures and application deadline. Hard copy applications may be obtained in person during regular hours. All applications will be due 60 days beyond the day of initial announcement.

Applications received after the stated deadline, or incomplete applications, will be determined ineligible for funding. Submission of a complete and timely application is not guaranteed funding.

Application packages will include the following:

1. Application Request for Funding
2. 501c3 IRS Determination Letter
3. Most recently completed IRS 990 or 990EZ
4. Most recently reconciled financial statements
5. Current fiscal year operating budget & program budget for which funding is sought
6. Current list of Board/Trustee members

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*B. Presentation and Review*

All requests for funding will be reviewed by the Selectors. A question/answer opportunity will be scheduled during a regularly warned Selectors' meeting. Organizations are expected to provide a spokesperson to present the funding request and answer any questions about the advantages of the program and need, diversity of funding, financial stability and clear outcome-based goals to serve Weathersfield residents.

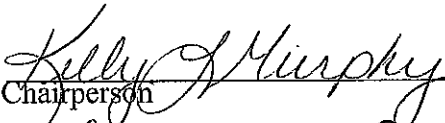
Approved requests are valid for two years. Subsequent funding will require yearly submission and compliance with all requirements. All funding requests will receive notification of approval or denial from the Town Manager. If approved, a one-time payment will be arranged. An informal report of achievements and unanticipated challenges serving Weathersfield residents will be required prior to an application for future funding.

All submitted documentation by the organization will be made available for voter review throughout the year.

**VI. Effect**

No section of this policy shall be construed to supersede or replace any Vermont Statute.

This policy is hereby adopted by the Selectors of the Town of Weathersfield, Vermont, this the 5th day of September 2017, and is effective as of this date until amended or repealed.

  
Chairperson  
