

Town of Kingfield

Municipal Request/Contribution Policy

Many programs and services are provided through the volunteer efforts of not-for-profit community organizations to enhance the quality of life for citizens and complement and often supplement programs beyond the Town's capability.

The purpose of this policy is to guide the Town of Kingfield's allocation of financial resources, contingent on availability of funds and competing priorities, to nonmunicipal organizations.

A contribution is defined as a budgeted monetary allocation that can be used for ongoing operational expenses and/or specific projects or events.

A contribution is not a contract for services with an outside organization or in-kind services provided by the Town.

In order to provide transparency, the approved contributions will be reported in a separate section of the annual General Fund Budget.

ELIGIBILITY: Only those organizations that meet the following criteria are eligible to APPLY to receive a contribution from the Town of Kingfield

1. Must serve the Town of Kingfield residents.
2. The organization provides a community-based service, event, program, or project that benefits the greater good of the community.
3. Attendance by an authorized representative of the entity requesting funding at the Kingfield annual budget review meeting related to non-municipal funding requests.

PREFERENCE:

1. Preference shall be given to organizations located in the Town of Kingfield.
2. Preference shall be given to organizations who provide service to the community through volunteer activities.
3. Preference shall be given to organizations that provide necessary services that may otherwise result in impacts to the municipal budget through line items such as general assistance.
4. Preference shall be given to organizations that offer desired services not otherwise available to Kingfield residents.
5. Preference shall be given to entities whose purpose furthers goal(s) in the Town's Comprehensive Plan.

EVALUATION: Non-municipal organization funding requests shall be evaluated according to the following criteria:

- A. Type of service/benefit provided & value to the community.
- B. Availability of the service/benefit in the community.
- C. Resident participation/benefit.

Funding is not guaranteed. - The governing body reserves the right to deny funding to any applicant for any reason including but not limited to the following:

- The request does not meet the intent of the community funding program.
- Funding the request would be a violation of any Federal, State or local law.
- The applicant is a private individual or for-profit enterprise.
- The applicant does not establish a funding need.
- The applicant serves citizens who reside outside the Kingfield area.
- The applicant's audit report reflects internal management problems.
- The applicant is requesting funding for programs or events which are outside the scope of traditionally sponsored governmental programs.
- Funds are not allocated in the budget.

- The application is received late, is incomplete or is found to contain false information.

If funds are awarded, approved organizations are required to submit a written reimbursement request to the Town of Kingfield Treasurer and/or Town Manager.

Funds awarded are for one Fiscal Year and any funds which are unused as of June 30th will revert back to the Town. Unused funds cannot be carried over into the next year.

The granting of assistance in any year is not to be considered a commitment to grant such assistance in future years.

The annual amount of funding for non-municipal organizations shall not exceed \$20,000 without a majority vote allowing such request of the Municipal Officers.

Funds will not be guaranteed for a specific date of your choosing. Funds will be paid during the Fiscal year they are approved for and at the discretion of the Treasurer and/or Town Manager.

APPLICATION:

In order to be considered for funds the following items must be received annually by the first Friday in March.

1. Request for Funds Application
2. Most current Operating Budget and/or Financials and/or Profit & Loss Statement
3. Copy of State/Federal non-profit status/501(c)3 Determination Letter/EIN/Tax payer ID #

This policy will set-forth a mutual understanding for requestors, municipal officers and budget committee members.

The Municipal Officers may change, amend, repeal, or modify any of these rules or regulations at any time, and such change shall take precedence over any of the provisions included herein.

Policy is in effect as of: January 6th, 2020