



Policy TM410.054

Outside Agency Funding Policy

Requirements, priorities and process for the Town of Milton to appropriate money to assist non-governmental organizations

Department: Town Manager's Office

Title of Approving Official: Town Manager

Date Effective: 10/21/2024

Date of Next Review: 10/21/2027

Background and Purpose

The Town of Milton appropriates money each year to assist non-governmental organizations in provision of services to the community. These services include but are not limited to health and welfare, cultural development, economic development, and social services. The purpose of this policy is to provide notice of the requirements, priorities, and application process.

Requirements

To qualify for funding, organizations must meet the following requirements:

- Must be a federally tax-exempt organization
- Must be legally incorporated with the State of Vermont

In addition, the funding request must be linked directly to funds that will be spent for services rendered and/or items received. Payment of funds will be treated as a reimbursement, and documentation will be required.

Priorities

Final determinations on funding are made annually by the Selectboard according to the priorities outlined below.

Prioritized Applicants

1. Organizations that provide necessary and direct service(s) to residents of Milton who belong to specific, underserved or vulnerable populations and/or geographic service areas
2. Organizations that have a historic relationship with the Town of Milton or have historically presented successful events with the Town of Milton

3. Organizations based in or located within the Town of Milton and provide a majority of their services to residents of the Town of Milton
4. Organizations that contribute to the recreation and outdoors activities available in the Town
5. Organizations that can bill insurers for services

Prioritized Funding Requests

The Milton Selectboard, at their discretion, may attach preferences, stipulations or requirements for funding requests. For example, the Selectboard may give priority to funding that is intended as “seed” money, with the long-term goal of assisting the organization to become self-sustaining.

Application Process

At the beginning of the budget process, the Town Manager or their designee will send a letter to outside agencies funded in the prior fiscal year reminding them to submit their funding requests for the next fiscal year no later than the second Friday of November at 5:00 p.m.

The process for applying for funding from the Town of Milton as an outside organization is as follows:

Each organization must submit the funding request to the Town Manager’s office (email or printed hard copy):

Town Manager’s Office
43 Bombardier Road
Milton, VT 05468
townmanager@miltonvt.gov

The funding request must include:

- a cover letter that includes a specific dollar amount and general statement of purpose for how the funds will be used
- any information the organization wishes to provide supporting the request, including but not limited to: an annual report, financial statements and/or price quotes/proposals that substantiate the amount requested
- additional documentation to substantiate tax-exempt and incorporated status

The Town shall notify each outside organization requesting funds of the time and date when the Selectboard anticipates reviewing the budget for outside agencies.

Payment of Funds

By the end of day on the final Monday in April of the fiscal year in which funds are allocated, an outside agency approved for funding shall submit an invoice for the approved amount to the Town to trigger payment of their allocation.

- The invoice/payment request shall be presented in the form of a reimbursement request. As such, it should include documentation of funds spent as well as services rendered or items received.
- The reimbursement request must match the approved funding request (in terms of the amount and how the funds were spent).
- The Selectboard may request an update to be presented at a public meeting by a representative of the organization prior to payment of the funds.

The Town shall follow standard procedures for setting up the organization as a vendor and for the payment of funds to the organization.

RESOLUTION

Town of Milton Selectboard

Outside Agency Funding

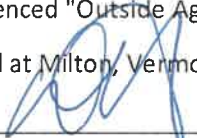
WHEREAS, the Selectboard of the Town of Milton has established a goal of creating a policy to guide funding on outside agencies, and

WHEREAS, the Town of Milton appropriates funds annually to certain outside agencies for the purpose of providing social and community services to the residents of Milton, and

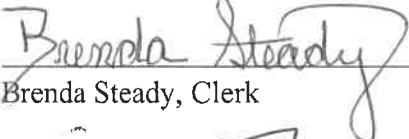
WHEREAS, the Town Manager has developed a policy for the Town of Milton titled the "Outside Agency Funding Policy" (Policy TM410.054) that meets the goal of the Selectboard to create such a policy and reflects the funding priorities the Selectboard considers desirable.

NOW, THEREFORE BE IT RESOLVED, that the Selectboard of the Town of Milton hereby adopts the above referenced "Outside Agency Funding Policy" and adds it to the Administrative Policies of the Town of Milton.

Dated at Milton, Vermont this 21st day of October, 2024.



Darren Adams, Chair



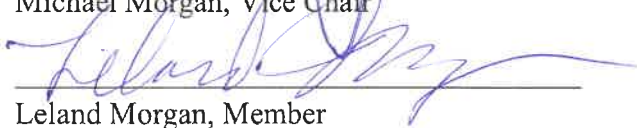
Brenda Steady, Clerk



Chris Taylor, Member



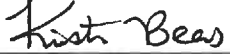
Michael Morgan, Vice Chair



Leland Morgan, Member

Filed with the Milton Town Clerk's Office this 22nd day of October, 2024.

ATTEST: _____



Milton Town Clerk