

The Town of Bradford Appropriation Request Policy

Priorities and Requirements

Requests for appropriations will be considered by the Selectboard for inclusion in its budget using the following criteria and priorities:

- In order to be eligible for consideration for the ensuing fiscal year, all the Appropriation Request Form must be received by the Administrative Assistant no later than November 1st of each year. Such requests will not be solicited by the Town even if the organization has received funding in previous years. Organizations which have previously been funded must submit a new request for any subsequent funding as there are no automatic renewals. Copies of this policy will be provided to any organization upon request and will be sent to each organization that submits a funding request.
- Requests will not be seriously considered unless there is evidence to demonstrate that the Bradford community is directly benefited by the requesting organization's service activities.
- Priority will be given to requests from locally based organizations, especially those which employ Bradford residents on a paid or voluntary basis.
- Organizations must have one or more representatives present when the request is reviewed by the Board and may make a presentation to the Board. Such presentations should be planned to take no more than five minutes. The date and time for such presentations will be announced to organizations which have submitted timely requests.
- The Selectboard may limit the number and size of appropriations to be supported and to place a cap on the total of all such appropriations in any one year.
- Organizations seeking funding from the Town are reminded of their right under state statute to petition for special article consideration on the Town Meeting Warning.
- The Selectboard set a limit of \$1500 or lower may use the Appropriation Request Form and any amounts requested more than \$1500 will need to be done by petition. Petitions require signature by 5% of the registered voters. Signatures must be legible. Depending on the current size of the voter checklist, this means approximately 100 valid signatures. Petitions are due not less than 40 days before Town Meeting.
- All organizations awarded Town funding are required to submit an one page written report for the Annual Town Report by January 15th of each year and should represent their organization at Town Meeting in the event that questions about the request are raised by voters.

Funds approved at Town Meeting (either as part of the Town budget or pursuant to a petitioned article) will be provided in December of the Town fiscal year for which they are approved.

Adoption

This policy is adopted by the Bradford Selectboard this 22nd day of September, 2011 and is effective immediately.