



Town of Bradford
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MEMORANDUM

TO: **ORGANIZATIONS REQUESTING FUNDING
FROM TOWN OF BRADFORD**
FROM: **DANIELLE KINGSBURY, ADMINISTRATIVE ASSISTANT**
DATE: **SEPTEMBER 5, 2018**
RE: **2019 APPROPRIATION REQUESTS**

This memo is to help with the Town of Bradford's appropriation request process.

Organizations which have previously been funded **must submit a NEW request for any subsequent funding as there are no automatic renewals**. Attached please find a copy of the Town of Bradford's appropriation application and petition form. If you have any questions please feel free to email me or call.

THE FOLLOWING STEPS MUST BE CAREFULLY FOLLOWED:

1. **All organizations** requesting funding need to submit a **letter of request** to the Administrative Assistant by 4:00 p.m. on Thursday, November 1, 2018 (whether you are filling out an application or a petition, I need to have a letter of request on file). Earlier submissions will be very much appreciated!
2. Organizations requesting funds of **\$1500 or less will need to fill out the appropriation request application** and submit to the Administrative Assistant by **4:00 p.m. on Thursday, November 1, 2018**. These requests may also require the organization to meet with the Selectboard before funding will be awarded, date is to be determined (I will contact you).
3. Organizations requesting funds **more than \$1500 will need to submit a petition**. Petitions require signatures by 5% of the registered voters (approximately 100 signatures). Petitions are due to the Administrative Assistant OR Town Clerk by **3:30 p.m. Thursday, January 17, 2019**. A representative from the organization should be present at Town Meeting.
4. All reports should be in Microsoft word format in Times New Roman, 12 point font.
5. All reports should be **EMAILED** to Danielle Kingsbury (Selectboard Administrator) at: administrator@bradford-vt.us. Please be sure and save a copy of your work, just in case.
6. All organizations awarded Town funding are required to **submit a one page written report for the Annual Town Report** to the Administrative Assistant by **January 1st** of each year and should send someone to represent their organization at Town Meeting.
7. **Organizations that are awarded funding are also required to send an invoice to the Town Treasurer no later than November 1st of each year (treasurer@bradford-vt.us)**. The awarded funds will be paid after Town taxes have been collected (end of November), and an invoice has been received.

PLEASE NOTE: You do **NOT** need to fill out the application AND the petition.

MEMORANDUM FROM THE ADMINISTRATIVE ASSISTANT

Please do one or the other depending on the amount of funds your organization is requesting.
\$1500 or less needs to fill out the application.
More than \$1500 need to do a petition.
EVERYONE needs to submit a letter of request by 4 p.m. Thursday, November 1, 2018.
EVERYONE awarded funding from the previous year (2018) needs to submit a report for the Town Report by January 1, 2019.
EVERYONE awarded funding after Town Meeting needs to submit an invoice to the Town Treasurer by November 1, 2018 to receive funds.

THANK YOU!