

# Town of Blue Hill

## Financial Request Procedure for Non-profit Organizations

The following procedure applies to all non-profit organizations seeking financial contributions from the Town of Blue Hill at the Annual Town Meeting.

### Initial requests

1. Any organization making an initial request for funding must, in addition to meeting the requirements for all requests (described below), submit a petition signed by at least 50 registered voters of the Town of Blue Hill. At the top of each page of the petition shall be the following statement (with organization name, requested contribution amount and year filled in):  
*I support the request by <organization name> for a financial contribution in the amount of \$ <requested amount> from the Town of Blue Hill, and hereby request that the Select Board include an article to that effect in the warrant for the Annual Town Meeting to be held in April, <year>.*
2. To be valid, each registered voter signing the petition must also be identified with their full name and physical address
3. All submissions must be mailed to the Town of Blue Hill, 18 Union Street, Blue Hill, ME 04614- or presented in person at the Town Office located on Union Street.
4. Any initial request for funding not accompanied by a petition will not be considered by the Board of Selectmen.

### Subsequent years' requests

1. Organizations which have received an appropriation immediately preceding Annual Town Meeting, and which continue to be in good standing, are not required to submit a petition. 2. However, they are required to provide the information required of all requests (below).

### Requirements for all requests

1. Submissions must include the attached form (Attachment A), completed in full, together with a cover letter identifying a contact person at the organization (including name, address, telephone number and e-mail address).
2. All submissions must be received NO LATER THAN 12 NOON ON THE LAST BUSINESS DAY OF THE YEAR to be considered by the Select Board and Budget Committee for inclusion in the Town Warrant for the coming fiscal year. See amendment.
3. Any entity requesting funding by the Town must be prepared to meet with the Budget Committee and/or Select Board upon request to further document and/or explain their request. Failure to comply with this request (if made) on a timely basis will result in exclusion of the request from the Town Warrant.
4. Any entity whose request is included in the Warrant are encouraged to send a representative to the Annual Town Meeting to respond to any questions about the organization or the request.

### Disbursement of funds

1. If funding is approved at the Annual Town Meeting, the payment will be made by check, issued no earlier than October 1<sup>st</sup> of the current fiscal year.
2. The funds will be released by the Blue Hill Treasurer either by hand, to an authorized representative of the requesting entity, or by mail.

### Other

1. The Town of Blue Hill is not required to contact any organization to remind them of the need to submit their specific request for funding at the Annual Town Meeting.
2. A copy of this procedure will be provided to any and all entities, upon receipt of their written submission, petition, or inquiry. Any and all questions regarding this procedure should be addressed to the Town Administrator, Town of Blue Hill at 207-374-2281 during regular office

hours.

ADOPTED THIS 30<sup>TH</sup> DAY of October, 2019 by the Select Board of the Town of Blue Hill.

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12/11/2019- Amendment- The Select Board has approved to extend the submission deadline to January 31. Approved 3-0.

**Town of Blue Hill**

**Non-profit Request for Financial Contribution**

(To be eligible to be considered for an appropriation of funding at the Blue Hill Annual Town Meeting, this form must be completed and submitted together with all other information required by the Town's "Financial Request Procedure for Non profit Organizations")

<b>Organization name</b>
<b>Requested funding amount</b>
<b>PROGRAM(S)</b> What services do you provide to Blue Hill residents?
Are specific segments of the Blue Hill population the focus of your programs? If so, which ones?
How many Blue Hill residents have used your services in the past year?
<b>FUNDING REQUEST</b> How was the amount of your request determined?
Do you seek funding from other towns? Which ones?
Did you use the same method of determining the amount of your request with other towns?
If not, how does the method differ?
How would your services to Blue Hill change if no funds are appropriated?
<b>FINANCIAL SUMMARY</b> Financial summary <Please attach a summary of the current year's financial results, indicating revenues (by source) and expenses, and a summary balance sheet>
What % is received from municipal funding?