

# **TOWN OF ESSEX, VERMONT**

## **HUMAN SERVICES FUNDING DISTRIBUTION POLICY**

### **1. Purpose**

The purpose of this policy is to provide the framework to support the Town of Essex Human Services Contribution policy passed on November 16, 1987 that states, “The Town of Essex shall allocate one percent of its total General Fund Budget to fund human service organizations.”

### **2. Process**

- a) The budget which includes the Human Services Contribution is presented to Town of Essex residents during annual meeting in March of each year.
- b) By May of each year, the Unified Manager will provide recommendations to the Town of Essex Selectboard for specific focus areas as human service priorities for the most vulnerable residents of the Essex community. The Selectboard will approve up to five (5) focus areas for funding distribution of the allocation approved at the annual meeting.
- c) Circulation of the approved focus areas and up-to-date application and guidelines will be by, but is not limited to: an Essex Human Services Fund email list and email to all employees/board members, posts to municipal websites, and announcements on municipal social media outlets and newspapers.
- d) Applications must be received or postmarked by February 15<sup>th</sup> of each year.
- e) The Unified Manager shall appoint a committee to compile and review all applications and make recommendations, based on the focus areas approved by the Selectboard the previous May.
- f) By May, the Selectboard considers the funding recommendations by the Unified Manager, contingent upon available funds and considers approval of the focus areas for the next cycle.
- g) Funding awards are issued each June, prior to fiscal year end.

### **3. Eligibility**

Local area social, health and human services organizations who serve Essex residents are encouraged to apply. Only those that are non-profit organizations who are considered a 501 (c)3 or that file an annual Internal Revenue Service (IRS) Form 990 tax return are eligible. All funding proposals must align with the Essex Human Services Focus Areas.

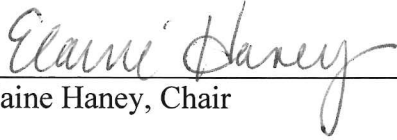
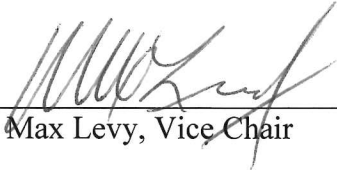
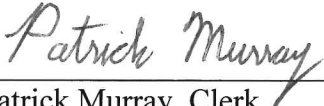
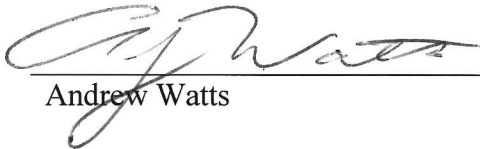
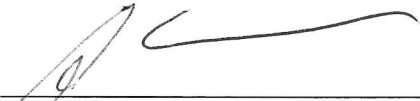
### **4. Application and Guidelines**

The Unified Manager will revise and update the application and supporting guidelines in accordance to this policy and with focus areas approved by the Selectboard, when necessary.

This policy replaces the Town of Essex Human Services Application policy passed on November 16, 1987 and supersedes any prior policy and procedures, whether written or oral, on this subject matter.

Adopted by the Selectboard of the Town of Essex, Vermont, on November 18<sup>th</sup>, 2019 and is effective as of this date until amended or repealed.

**Town of Essex Selectboard**

 _____ Elaine Haney, Chair	 _____ Max Levy, Vice Chair
 _____ Patrick Murray, Clerk	 _____ Andrew Watts
 _____ Annie Cooper	