



The Hinesburg Selectboard will soon begin work on the FY 2017-18 budget (July 1, 2017-June 30, 2018). Each year, the Town of Hinesburg receives numerous requests for funding from agencies that provide social services to the residents of our community.

We ask each agency requesting funding to complete the Agency Request Form (see below) in order for the Selectboard and the taxpayers to have the necessary information to make informed decisions regarding the dispersal of the limited funds available for this purpose.

Decisions are made with particular regard for the number of Hinesburg residents each agency serves, so it is important to provide that number. A clear and concise description of services is also helpful. **If your agency delivers a service that other organizations also provide, please clarify what role you play.** Meals on Wheels is an example of what appears to be a duplicative service.

If your agency received funding from the Town of Hinesburg in the past, any increase in your request for this year will need to be justified by either an increase in services to the Town or special circumstances. Please describe in detail on the application form.

If your agency has not previously received funding from the Town of Hinesburg, having a Hinesburg resident who can act as an advocate for your agency, either to the Selectboard during the budget meetings or at Town Meeting in March, will be advantageous.

Please return the completed form—via email is preferred—along with any supporting documents you feel would be helpful to the decision-making process. Documents sent electronically should be in .doc or .pdf format.

Agencies that do not submit the Agency Request form by **October 28, 2016** will not be considered for funding. We have tried to provide ample time to complete the application request.

To find out if your application has been approved and, if so, the amount of the appropriation, please call the Hinesburg Town Clerk at 482-2281 ext. 223 after Town Meeting.

If an appropriation has been approved, funds will be available only after the beginning of the new fiscal year, July 1, 2017. Please email a request or invoice to the Town Clerk ([mross@hinesburg.org](mailto:mross@hinesburg.org)) after that date in order to receive the funds.

If you have any questions regarding the process for review of agency funding, please contact Renae Marshall, Special Projects Coordinator.

Renae Marshall  
Special Projects Coordinator  
Office of the Hinesburg Town Administrator  
10632 VT Route 116  
Hinesburg, VT 05461  
[rmarshall@hinesburg.org](mailto:rmarshall@hinesburg.org)  
(802)482-2281 ext. 222



# Town of Hinesburg

Date submitted: \_\_\_\_\_

## Agency Request Form for Taxpayer Funding: July 1, 2017 – June 30, 2018

### Organization Information:

Request Amount: \_\_\_\_\_

Name of applying agency (and umbrella organization, if applicable)	
Address	
City, State and Zip	
Phone	
Website	
Contact Name	
Contact Phone	
Contact Email	

### Mission Statement:

### Number of Hinesburg Residents Served:

2014	
2015	
2016	

### Services Provided to Hinesburg Residents:

Has org received funding from the Town of Hinesburg in the past?	
If yes, most recent year funded and amount	
% of annual income used for administrative costs (salaries, fundraising, etc.)?	
% of annual income used for program expenses	
Does org have 501(c)3 status?	
Does org receive United Way funding?	
List other towns that have provided funding to org in the past 5 years	
Additional info. (enclose separate sheet if necessary)	

#### Application materials:

- 1) This form (required)
- 2) Additional information (optional)

#### SELECTBOARD USE ONLY:

Amt. awarded for current (FY2016-2017) budget: \$\_\_\_\_\_

#### DEADLINES:

**Electronic:** E-mail this form and any additional info. to [arrc@hinesburg.org](mailto:arrc@hinesburg.org) by 4:00pm, **Friday, Oct. 28, 2016.**

**Mailed:** Electronic submission is preferred. Any mailed materials must be postmarked by Friday, Oct. 28, 2016. Mail to: Renae Marshall, 10632 VT Route 116, Hinesburg, VT 05461