



Town of Bradford
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MEMORANDUM

TO: **ORGANIZATIONS REQUESTING FUNDING
FROM TOWN OF BRADFORD**
FROM: **DANIELLE KINGSBURY, SELECTBOARD ADMINISTRATOR**
DATE: **SEPTEMBER 10, 2020**
RE: **2021 APPROPRIATION REQUESTS**

Due to COVID19 the Bradford Selectboard has made some changes to their appropriation request policy for the year 2021. Please read the following steps closely as they have changed from previous years. Please note that this change is temporary and not replacing the Selectboard's original appropriation request policy.

THE FOLLOWING STEPS MUST BE CAREFULLY FOLLOWED:

1. Organizations requesting funds of **\$1,500 or less will need to fill out the appropriation request application** and submit to the Administrator by **12:00 p.m. on Monday, November 2, 2020**. 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).
2. **Organizations that have previously received funds from the Town of Bradford more than \$1,500 and are requesting level funding or a lower amount from last year (2020) will need to submit a letter of request** to be put on the 2021 warning at Town Meeting Day. The request letters need to be submitted to the Administrator by 12:00 p.m. Friday, January 8, 2021. The request letter should state the following within its body:
"Shall the Town of Bradford, Vermont appropriate the sum of \$ _____ to support the _____ (your organization name)?"
A representative from the organization should be present at Town Meeting.
3. **New organizations or organizations requesting funds more than awarded last year (2020) and the amount is more than \$1,500 need to submit a letter of request AND a petition.** Petitions require signatures by 5% of the registered voters (approximately 100 signatures). Petitions are due to the Administrator OR Town Clerk by **12:00 p.m. Friday, January 8, 2021**. 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 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 Administrator 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 email administrator@bradford-vt.us with questions. Thank you!