



Village of Waterford, 123 North River Street, Waterford WI 53185

FUNDING REQUEST POLICY (VB approved 4/27/15)

PURPOSE: To provide guidance to the Village Board in approving requests from community organizations as part of its annual budget process. This policy is designed to encourage public involvement in community groups and civic events, while creating a framework for the fair and transparent disbursement of public funds.

OBJECTIVE: The Village of Waterford recognizes the valued contributions being provided through efforts of community organizations and agencies on behalf of the citizens. Village contributions demonstrate the Board's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the Village's ability to provide funding to these groups.

BUDGET AND ALLOCATION OF FUNDS:

- 1) Funding requests shall be considered on an individual basis and may vary by organization and year depending upon the financial resources available to the Village to make such financial commitments.
- 2) All requests shall be considered as part of the Village's annual budget process and allocations shall be included in the annual operating budget. Funding requests are considered for one fiscal year at a time.
- 3) Funding requests will be reviewed by the Finance Committee for recommendation to the Village Board.

APPLICATION PROCESS:

- 1) The deadline for funding requests is July 1 of the preceding fiscal year.
- 2) A representative of the organization must attend the Finance Committee meeting and Village Board meeting on the 2nd Monday of July to present their funding request.
- 3) There can only be one application per event/project per year.
- 4) All funding requests shall include:
 - a) A cover letter detailing the intended use of municipal funding and the benefits this use will have for the community and any other financial assistance the organization receives.
 - b) A completed Funding Request Application.
- 5) Incomplete requests will not be considered for funding.
- 6) Village staff may request further information as required.
- 7) Final decisions on requests will be made by the Village Board.
- 8) Applicants shall be notified in writing of the Board's decision. There shall be no appeal process.

FUNDING CONDITIONS:

- 1) Funding may be revoked should there be a misappropriation of funds or misrepresentation by the receiving organization.
- 2) Any organization that receives funding from the Village shall recognize the Village as a sponsor in a manner agreed upon between the organization and the Village.
- 3) The Village Board may require any recipient of funding to confirm that the funds received were used as described in the funding request that was approved by the Village Board.

CRITERIA:

- 1) Individuals and for profit businesses are not eligible to participate.
- 2) Applicants are required to submit quotes for projects that exceed \$5,000.
- 3) Priority will be given to community organizations that provide programs or services within the Village.
- 4) All applicants shall demonstrate financial need to receive funding and that adequate funding from other sources is not available.
- 5) Funding shall be used only for the purpose approved by the Village Board. The recipient shall notify the Village of any proposed material changes to the nature of, or budget for, the activities for which the funding has been made and shall use the funding for such altered activities only with the prior consent of the Village Board.

PAYMENT:

Applicants will be notified in writing of the funding amount approved following Village Board approval of the annual budget.

Payment will be disbursed in the 1st quarter of the following fiscal year.

FUNDING REQUEST APPLICATION

Organization Name: _____

Type of Organization: _____

Street Address: _____ ZIP _____

Mailing Address: _____ ZIP _____

Primary Contact: _____ Title: _____

Telephone: _____ Email: _____

Planned use of funds: _____

Amount requested: _____

Are you requesting funds from other Municipal Agencies? _____

If so, from what Municipal Agencies: _____

Breakdown of all planned funding sources:

Village of Waterford:	\$ _____	_____ %
Other government contributions	\$ _____	_____ %
Business sponsorships/contributions	\$ _____	_____ %
Individual contributions	\$ _____	_____ %
Grants	\$ _____	_____ %
Organization fundraising	\$ _____	_____ %
Total	\$ _____	100%

Certification: I hereby certify that the above named organization meets and agrees to the eligibility criteria as stated in the Village of Waterford Funding Request Policy.

Signature

Date

Printed Name and Title: _____

DEADLINE: Applications must be received in the Village Administration Office no later than 5:00pm on July 1st.