

Town of Middlesex
Middlesex Town Clerk, 5 Church Street, Middlesex VT 05602
Telephone: 223-5915 Email: middlesxtwnclrk@comcast.net
Website: www.middlesexvermont.org

DUE: TUESDAY, JANUARY 10, 2017

Dear Central Vermont Agency,
Below are two steps for submitting your funding request so that it appears as a Special Article on the **2017 Middlesex Town Meeting Warning**. Please follow both steps and please adhere to all deadlines. **Missed deadlines = missed opportunities.**

Step One: Petition vs Letter

1) For requests above \$250: Middlesex requires a petition with the signatures of **five percent of the registered voters of our town, i.e. 80**, though experience has shown it is wise to collect at least 10 more since many people who sign petitions at public events are not registered voters or even town residents. The statutory submission **deadline** for petitioned articles is **January 19, 2017**. 17 VSA §2103 (13), 2642 (a) (3)(A).

2) Requests for \$250 or less: A letter of request to the Select Board will suffice. The **deadline** for letters to the Select Board asking to be placed on the ballot is Tuesday, **January 10, 2017**.

Step Two: Questionnaire

Middlesex voters have been generous in the past, but many have expressed dismay in not knowing enough about the groups they were being asked to fund. Providing the information our voters need to know will show your respect and improve your chances of receiving funding.

Therefore, please submit your group's answers to the questionnaire below **January 10, 2017**. You don't have to fill out the form per se, just address its concerns in a few informative paragraphs. This could be your only chance to pitch to the voters!

Please do not submit lengthy annual reports. Please snail mail or email to the town addresses above. If you have any questions, call the Middlesex Town Clerk's Office, Monday-Thursday 8:30 a.m. – 4:30 p.m. at (802) 223-5915,

Town budgets are tighter than ever these days. We appreciate that your group also does its important work on a shoestring, and we are loathe to add to your workload; however, good communication will strengthen all of our communities.

Thank you,

The Middlesex Select Board

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To agencies requesting funds from Middlesex town meeting voters: Please be sure your report to Middlesex voters includes the following information.

Agency Name:
Mailing Address:
Contact Person:
Email:
Telephone:

Amount being requested:
Organizational tax status:
Age of organization:
Web site:
Obtain annual report at:

- 1. How many Middlesex citizens were served by your organization last year (approximately) and in what ways?**
- 2. On what basis is your request for funds made (e.g. population, number of people served, matching/local funding, or some other clear formula)?**
- 3. From what sources does your organization receive its funding?**
- 4. Please describe concrete ways that your program(s) benefit from Middlesex support.**
- 5. In what ways are Middlesex residents actively involved in your organization (e.g. as volunteers, board members or employees)?**
- 6. Please add anything else that you believe might be important voter information.**

Please return this information to the Middlesex Town Clerk by January 10, 2017.