

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

DUE: TUESDAY, JANUARY 2, 2018

Dear Central Vermont Agency,
Below are two steps for submitting your funding request so that it appears as a Special Article on the **2018 Middlesex Town Meeting Warning**. Please follow both steps and please adhere to all deadlines.

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. 75**, 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 18, 2018**. 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 9, 2018**.

*Please note that the Select Board requires one set of petitions per agency.

Step Two: Questionnaire *NEW*****

At the March 2017 Town Meeting, voters asked ALL organizations requesting funds to submit brief descriptions of what they do, whom they serve, and how the money will be spent.

Therefore, please submit a 250-word statement about your organization by January 09, 2018

Your statement **MUST** include the following information:

- Contact information including phone number, email and address
- Purpose and brief description of organization
- How many, if any, Middlesex residents are served
- Annual budget (no breakdown necessary) along with how the Middlesex money will be spent.

Please email this statement to MDXCLERK@COMCAST.NET by January 9, 2018. Your statement will be published as is up to 250 words so check for spelling errors and overwriting. **DO NOT MAIL ANNUAL REPORTS! Failure to submit a statement means a blank page in the Middlesex Town Report.**