

**Town of Middlesex**  
Middlesex Town Clerk, 5 Church Street, Middlesex VT 05602  
Telephone: 802-223-5915 Email: [clerk@middlesexvermont.org](mailto:clerk@middlesexvermont.org)  
Website: [www.middlesexvermont.org](http://www.middlesexvermont.org)

Dear Central Vermont Agency,

Below are two steps for submitting your funding request so that it appears as a Special Article on the **March 5, 2024, Middlesex Annual Town Meeting Warning**. Please follow both steps and please adhere to all deadlines.

**Step One: Petition vs. Letter**

1) For requests above \$250, you must submit a petition with the signatures of 75 (5%) registered Middlesex voters: **The statutory submission deadline for petitioned articles is 5:00 PM January 18, 2024.**

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 2, 2024.**

**Step Two: Town Report Mission Statement**

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 you are requesting will be spent. Therefore, please submit a 250-word statement containing the above by **TUESDAY, JANUARY 2, 2024**

**Your statement MUST be in Microsoft Word and emailed by January 2, 2024, to: [clerk@middlesexvermont.org](mailto:clerk@middlesexvermont.org).**

It 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.

Your statement will be published as is up to 250 words so check for spelling errors and overwriting. **PLEASE DO NOT MAIL ANNUAL REPORTS! Failure to submit a statement means a blank page in the 2023 Middlesex Town Report.**

The Middlesex Town Clerk's Office is open Monday – Thursday, 9 AM – 5 PM.