

## Town of Middlesex

Middlesex Town Clerk, 5 Church Street, Middlesex VT 05602

Telephone: 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 1, 2022 Middlesex Annual Town Meeting Warning**. Please follow both steps and please adhere to all deadlines.

### **\*\*NEW FOR 2022\*\***

#### **Step One: Petition vs. Letter**

1) For requests above \$250 from previously unfunded organizations **OR if your agency is INCREASING its request from 2021**, you must submit a petition (below) with the signatures of 75 (5%) registered Middlesex voters: The statutory submission deadline for petitioned articles is **5:00 PM January 13, 2022**.

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 **Monday, January 3, 2022**.

#### **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 **MONDAY, JANUARY 1, 2022**

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 [clerk@middlesexvermont.org](mailto:clerk@middlesexvermont.org) by January 2, 2022. 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 2021 Middlesex Town Report.**

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

**PETITION TO BE PLACED ON MARCH 1, 2022  
MIDDLESEX TOWN MEETING WARNING**

We, the undersigned legal voters of the Town of Middlesex, hereby petition the Middlesex Select Board to add the following article to the Warning for the Middlesex Annual Meeting to be held on March 1, 2022, per 17 V.S.A. §2642(a)(3)(A)(C):

“Shall the Town Voters authorize expenditures of \_\_\_\_\_ to support \_\_\_\_\_?”

**ONLY REGISTERED MIDDLESEX VOTERS MAY SIGN THIS PETITION:**

<b><u>PRINTED LEGAL NAME (as on checklist)</u></b>	<b><u>SIGNATURE</u></b>	<b><u>E-911 ADDRESS</u></b>
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Petitions must be submitted to the Middlesex Town Clerk no later than **5 PM on January 13, 2022** per 17 V.S.A. § 2642 (a)(3)(A). **Petitions must include petition language on each page on which signatures are collected and shall include the printed name, signature and street address of each voter to be deemed valid.** 17 V.S.A. § 2642 (a) (C) (ii) (iii). Petitions must be signed by at least 5% of the registered Town voters (i.e. 75). Please note that any descriptive wording included on petition above and beyond necessary information will **NOT** be included in the 2022 Town Meeting Warning.