

## 1. What is Discretionary Funding?

Discretionary funding is a duly-appropriated sum of money in the Town's expense budget allocated to an eligible not-for-profit organization by the Selectboard and approved at Town Meeting.

## 2. What Types of Organizations May Receive Discretionary Funds?

Discretionary funds may only be allocated to not-for-profit; community-based social services providers. In order to receive discretionary funds directly, an organization must be incorporated as a not-for-profit and registered with the State of Vermont., unless exempt and have a Federal Employer Identification Number (EIN).

## 3. What Types of Organizations May Not Receive Discretionary Funds?

For-profit entities may not receive discretionary funds, except when the primary non-profit contractor subcontracts with a for-profit entity as part of the delivery of services. Such subcontracts, however, must be only an ancillary part of the program to be funded, not the primary basis for the discretionary award, and must be approved by the contracting agency.

## 4. What are the Restrictions on the Use of Discretionary Funds?

All public funds, however awarded, must be used for a Town purpose. In general, a Town purpose is defined as an activity or service that is open to all members of the public, regardless of race, creed, gender, religious affiliation, etc., without restriction, and which does not promote a particular religion.

Programs and services provided by religious or religiously-affiliated organization must be able to demonstrate that the program is open to non-members, is not a religious program, and does not promote the religion.

Closed membership groups, which are those to which membership is restricted or subject to eligibility based upon prohibited factors, may generally not receive funding.

Groups that serve a particular population, for example, those age 65 and above in a particular community; are not considered a closed membership group, as long as the program is open and accessible to all seniors in the community. Similarly, tenant organizations in public housing may also receive funding, as long as they provide equal access to all residents of the public housing units they serve.

Funds may only be allocated for a public purpose and may not support political activities and private interests.

## 5. How to Apply for Discretionary Funding?

All organizations that wish to receive discretionary funding must submit a "Request for Special Appropriations" application to the Town Manager. The application elicits information about an organization's experience, qualifications, and integrity, and the project or service for which the organizations is requesting support.



## **B. PROGRAM OVERVIEW**

1. Statement of Need: Identify the issue or need that the program will address (use statistical data to justify the need for the program). To what extent does this need or problem exist in the Town of Richmond?

Richmond Community Band fulfills the long tradition of New England town bands, providing music performance and listening opportunities for town residents, while also serving residents of neighboring towns without bands who visit Richmond.

2. Program Summary:

a. Identify the target/recipients of program services. Specify the number of Town residents your program will serve during the fiscal year and explain the basis upon which this number is calculated. Indicate any eligibility requirements your program has with respect to age, gender, income or residence. \_\_\_\_\_

Any Richmond or neighboring town resident is welcome to play in Richmond Community Band or attend performances. Members are from Richmond and neighboring towns without town bands including Duxbury, Bolton, Huntington, and Jericho, whose residents attend Richmond Fourth of July parade activities. We present a float in the 4th of July parade for the hundreds in the audience, and perform subsequent free public concerts.

b. Identify what is to be accomplished or what change will occur from participating in the program. How will people be better off as a result of participating in the program? Describe the steps you take to make the project known to the public, and make the program accessible and inclusive? \_\_\_\_\_

We try to obtain music expressive of the 4th of July parade theme, RCB is a well known feature of the parade. At our concerts, we often feature guest conductor Matt Felis, and invite audience members to join us. We advertise in the Front Porch Forum and with an orange sandwich board sign at the four corners, and our outdoor performances attract audience from passers-by, plus children and care givers visiting the park.

3. Program Funding:

a. Identify how Town funds, specifically, will be used (i.e., funds will provide "X" amount of units of service.) \_\_\_\_\_

The allotment from the town will be used primarily to buy new music, compensate our conductor(s), and to cover 4th of July float expenses such as decorations, candy, and honoraria to the driver and loaners of equipment (tractor, hay wagon, hay bales). Other expenses include band uniforms (shirts) and maintaining chairs and music stands.

b. List the other agencies to whom you are submitting a request for funds for this program and the amount requested. How would this program be modified should revenues be lost? \_\_\_\_\_

We do not request funds from other agencies. When we have insufficient revenues, we defer music and uniform purchases and conductor compensation.

## **C. ORGANIZATIONAL CAPACITY**

1. Describe your agency's capability to provide the program including its history, previous experience providing this service, management structure and staff expertise. \_\_\_  
2020 will be our 23rd continuous year, Richmond Community Band has been performing music every year since it's revival in 1998. Several conductors alternatively direct this musical group. Long time members inform newer participants of logistics for rehearsals and performances, all participants contribute to operations.

2. How will you assess whether/how program participants are better off? Describe how you will assess program outcomes. Your description should include: what (what kind of data), how (method/tool for collecting the data), from whom (source of data) and when (timing of data collection).

\_\_\_\_\_  
We don't know how to quantify how much the musicians enjoy playing, or how much the audience enjoys our performances. Since musicians and audience attend voluntarily, clap and smile, and no one goes home a loser, we believe we are successful.

3. Summarize or attach program and or service assessments conducted in the past two years.

\_\_\_\_\_ N/A \_\_\_\_\_

4. Does your organization have a strategic plan and a strategic planning process in place? No. If yes, please attach your plan.

The strategic plan should include a mission statement, goals, action steps to achieve the goals, and measures that assess the accomplishments of the goals.

5. What is the authorized size of your board of directors? Threee  
How many meetings were held by the board last year? One

I, the undersigned, confirm the information contained herein is accurate and can be verified as such. I understand and agree that if the requested funds are approved, the disbursement of funds are subject to all conditions established by the Richmond Selectboard.

Signature of Applicant Michael E Lawler Date 10/1/19

Michael Lawler / President  
Print Name of Applicant and Title