

### 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 nonprofit 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. The form is available on the Town website by clicking on BOARDS & MEETINGS > SELECTBOARD then scroll down to FY25 Budget and "FY25 Discretionary Funding Policy-for applicants" or by emailing Duncan Wardwell, Assistant to the Town Manager, at: [dwardwell@richmondvt.gov](mailto:dwardwell@richmondvt.gov). Deadline for submission is the end of the day, October 2, 2023.

Town of Richmond

**Request for Special Appropriations**

**Request for Fiscal Year: 2025**

Organization's Name: Greater Burlington Industrial Corporation (GBIC)

Address: 60 Main Street, PO Box 786

City, State, Zip: Burlington, Vt. 05402

Website address: gbicvt.org\_

**A. GENERAL INFORMATION**

1. Program Name:  
GBIC\_\_\_\_\_
  
2. Contact Person/Title: Sam Andersen  
Telephone Number: 802-585-6901\_\_  
E-mail address: sam@vermont.org\_
  
3. Total number of individuals served in the last complete fiscal year by this program:  
N/A\_\_\_\_\_  
Percent of people served who are Town residents: N/A\_\_\_\_\_
  
4. Total number of the above individuals who are Town residents: N/A - A note: our Director of Finance resides in Richmond (Linda Bursell).  
\_\_\_\_\_  
Please, attach any documentation that supports this number.
  
5. Amount of Request: \$200\_\_
  
6. Total Program Budget: N/A\_\_\_\_\_
  
- Percent of total program budget you are requesting from the Town of Richmond: N/A
  
7. Please state or attach the mission of your agency: \_\_\_  
  
*Our Mission is "To attract, retain, and expand environmentally sensitive high-paying jobs in the Champlain Valley; and to initiate and support advocacy, education, and collaborative programs in promoting our Vision".*
  
8. Funding will be used to:  
 Maintain an existing program                       Expand an Existing Program  
 Start a new program

9. Has your organization received funds from the Town in the past for this or a similar program?

Yes \_\_\_\_\_

If yes, please answer the following:

a. Does the amount of your request represent an increase over your previous appropriation? If yes, explain the reason(s) for the increase.

*No, we are not asking for an increase* \_\_\_\_\_

b. Were any conditions or restrictions placed on the funds by the Selectboard?

No \_\_\_\_\_

If yes, describe how those conditions or restrictions have been met.

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**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?

*\_\_\_\_\_ GBIC serves the business community and municipalities throughout Chittenden County. We partner with the Chittenden County Regional Planning Commission. We support the municipalities as needed. Additionally, we represent the business community before the State Legislature, and with the Governor, his Administration and our Federal Delegation. Your support allows us to provide necessary economic development programs and services throughout Chittenden County. For more than 60 years, GBIC has endeavored to enhance the quality of life for the residents of Chittenden County through the creation of high wage economic opportunities for Vermonters. It is the goal of GBIC to support the creation and retention of high quality jobs and strengthen the competitiveness of our region's employers to advance our overall economy. We will not be able to maintain, much less enhance, our quality of life without a strong and dynamic economy.*

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. \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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?

*\_\_\_ The residents of Chittenden County and the Town of Richmond will benefit from our services and programs as GBIC works to maintain a healthy business climate in our region. We maintain contact with all the municipalities in the county at the monthly meetings for Town/City Managers that is held by the Regional Planning Commission. We also develop the Regional Priority List for the County and submit it annually to the State. Currently there is one project for the Town of Richmond on this priority list.*

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3. Program Funding:

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

*GBIC utilizes the contributions it receives to conduct the programs and services we provide to the business community such as assisting in applying for State economic incentives, identifying potential sites for expansion and /or relocation, connecting business with workforce development and training, access to capital and financing and advocacy with the State and Federal Delegation.*

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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?

*\_\_\_ GBIC submits contribution requests to all the municipalities in Chittenden County as well as to the business community at large.*

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**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. \_\_\_

\_\_\_\_ GBIC has been providing programs and services to the business community for 68 years. Our staff has great expertise in economic development. Please see our staff bios on our website at: [gbicvt.org](http://gbicvt.org).

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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). \_

\_\_\_\_ GBIC is required to submit two reports each year to the Agency of Commerce & Community Development with information as to all our activities. Please see our attached 'GBIC FY 2023 Year End Performance Dashboard'.

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

\_\_\_\_ Last year GBIC submitted to you our 'Year End Performance Dashboard' and the most recent Dashboard is attached to this request.

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4. Does your organization have a strategic plan and a strategic planning process in place? \_\_Yes\_\_\_\_\_ - If yes, please attach your plan.

*Yes, we have a Strategic Plan that is files with the Agency of Commerce & Community Development (ACCD). We also have a yearly contract with ACCD that contains performance measurements and benchmarks.*

The strategic plan should include a mission statement, goals, 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?

*The GBIC Board of Directors is authorized for thirty members and this year we currently have 25 active Board members.*

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How many meetings were held by the board last year?

*We held 10 board meeting in FY'23.*\_\_\_\_\_

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  \_\_\_\_\_ Date 9/26/23 \_\_\_\_\_

Sam Andersen, Executive Vice President, GBIC

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Print Name of Applicant and Title



**GBIC**

*Good Jobs In A Clean Environment*

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October 3, 2023

Town of Richmond  
C/O: Josh Arneson, Town Manager  
Town of Richmond  
203 Bridge Street  
Richmond, Vermont 05477

Dear Josh:

The Greater Burlington Industrial Corporation (GBIC) appreciates this opportunity to submit an appropriation request to the Town of Richmond for FY 2025. In these demanding times, assistance to our business community is more important than ever. The GBIC team continues our commitment to retain, expand and attract good wage-paying jobs because without a vibrant, diverse, and stable economy we will not be able to support all of what makes Vermont a special place to live, work, and raise a family.

As a non-profit business and community service organization, it is essential that we solicit annual financial assistance. **We would like to thank the Town of Richmond for the opportunity to submit this request to consider an appropriation of \$200 for GBIC for FY 2025.** Your support of our programs and services to the business community and municipalities is important to us.

The Articles of Association of GBIC provide that the chief-elected official of each community in Chittenden County is a member of GBIC's corporation. The members have the opportunity to attend the annual membership meeting each year in June to elect directors and also attend any special meetings of the membership that may be called during the year.

Our staff, as well as the members of our Board, would welcome the opportunity to meet with you if we may be of service at any time. Additionally, a member of our team would be more than happy to meet with your Selectboard or Funding Committee when contributions are discussed.

Thank you for helping us to continue to provide "Good Jobs in a Clean Environment."

Sincerely,

Frank Cioffi, President

Tim Shea, Chair

**GBIC***Good Jobs In A Clean Environment*

## GBIC FY 2023 Performance Dashboard

<b>BENCHMARKS</b>	<b>Year-end FY 2023 7-1-22 to 6-30-23</b>
Number of Employer interactions or visitations	51 Key Employer Visits 294 Key Employer Interactions 25,000 employees
Number of Employers contacted	655 Employers contacted 40,000 employees
COVID-related employer Communications	931 Regional Employers
Number of VTP contracts awarded	9 Key Employer Over \$1 million awarded and over 600 Vermonters trained
Number of VEDA loans applied for	61 Loans \$13,926,281.
Number of VEGI applications VEGI Awards	1 initial \$798,858 1 final \$941,102.
Number of VMEC assisted	40 Employers helped 414 Vermonters Trained
Number of referrals to PTAC	Information incomplete
CEDS completed or updated	New CEDS completed
Number of job fairs held	1
Number of WETF apps assisted	2
Number of permits assisted	13
Number of site relocations assisted	1
Number of SBDC Customers & Counseling sessions	159 Clients 575 Sessions