

### 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 organization is requesting support. The form is available on the Town website by clicking on **BOARDS & MEETINGS > SELECTBOARD** then scroll down to FY26 Budget and "FY26 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 7, 2024.

Town of Richmond

**Request for Special Appropriations**

**Request for Fiscal Year: 2026**

Organization's Name: Camels Hump Little League

Address: PO Box 19 Richmond VT

Website address: camelshumplittleleague.org

**A. GENERAL INFORMATION**

1. Program Name: Camels Hump Little League

2. Contact Person/Title: Monique Hemme, Board Member

Telephone Number: 802-490-0512

E-mail address: fundraisingCHLL@gmail.com

3. Total number of individuals served in the last complete fiscal year by this program:  
Over 175 youth ages 4-12

4. Total number of the above individuals who are Town residents: 56%  
Please, attach any documentation that supports this number.

Percent of people served who are Town residents: \_\_\_\_\_

5. Amount of Request: \$3,000

6. Total Program Budget: around \$25,000 \_\_\_\_\_ Percent of total program  
budget you are requesting from the Town of Richmond:  
12% \_\_\_\_\_

7. Please state or attach the mission of your agency:

Our Little League team is more than just a sports organization – it's a place where children learn valuable life skills such as teamwork, leadership, discipline, and sportsmanship. By investing in our team, you would be directly contributing to the growth and development of these young individuals, setting them on a path to success both in the sports arena and in their future endeavors.

8. Funding will be used to:  
       Maintain an existing program   X   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 we have applied in the past.

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

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?

\*In order to maintain the highest level of safety and instruction our program needs to replace and update our equipment regularly. Items include but are not limited to; new tees, new bases, tarps to cover our bases, umpire equipment, helmets and pitching machines. For the past few years our program has continued to grow and evolve and we hope to continue encouraging that growth while providing a safe and inclusive environment to grow in. In the past we have been able to offer a concession stand for the community on a volunteer basis, however with the past few floods we have not been able to rebuild and restart this endeavor. Our hope is to build this part of our program up to be able to offer easy and affordable snack and drink options led by volunteers throughout the year for all sorts of activities that happen at our rec area.

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.

\*As we grow our program we are hoping to target not only families with children ages 4-12, but also reaching out to the wider community to offer opportunities to volunteer and give back to their community. As we continue to grow our program for the children we are also aiming to grow community involvement in new and exciting ways.

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?

\*Children in our program are able to be a part of a supportive community that fosters lifelong connections and teaches our youth valuable lessons such as teamwork, leadership, discipline, and sportsmanship. All of which are lessons that will ultimately aid and continue to support our athletes after their time and experience with the little league.

3. Program Funding:

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

\*The town funds will provide us with

- Baseballs \$400
- 8-10 new tees \$700-\$1,000
- Tarps home plate \$250-350
- Pitching Machine \$1,000-1,500

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? \_\_\_\_ Our little league is committed to elevating our program by reaching out for more sponsorship opportunities while also applying for grants from the Boston Red Sox, Dicks Sporting Goods, and VT Lake Monsters \_\_\_\_\_

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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.

\*Camels Hump Little League (formerly Richmond Area Little League) has provided affordable baseball and softball options for over 20 years. Our league is run entirely on volunteer involvement, with an overarching volunteer Board that helps make larger decisions and structure.

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).

\*Our program will continue to thrive and grow through youth participation and volunteer involvement. For example this spring we had 3 majors teams (grades 5-6) and 3 minors teams (grades 3-4) in baseball, when previously we were only able to build 1 majors team and 2 minors teams! Our t-ball and coach pitch participation also grew. Our softball girls were able to build a full t-ball team and two coach pitch teams and a minors team!

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, steps to achieve the goals, and measures that assess the accomplishments of the goals.

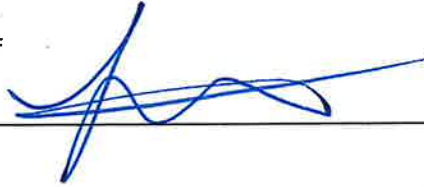
5. What is the authorized size of your board of directors? 8

How many meetings were held by the board last year? \_About six.  
\_\_\_\_\_

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



Date

10/7/2024

Jennifer Snow, Co-President

Print Name of Applicant and Title