

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.

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, Vice President

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 210 youth ages 4-12

4. Total number of the above individuals who are Town residents: 114 Please,
attach any documentation that supports this number.

Percent of people served who are Town residents:

54%

5. Amount of Request: \$3,000

6. Total Program Budget: \$35,000 Percent of total program
budget you are requesting from the Town of Richmond:
8.5%

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

Our Little League program is more than just a place to play baseball and softball; it's a cornerstone of our community where children learn lessons that reach far beyond the field. Through teamwork, leadership, discipline, and sportsmanship, our players build confidence, resilience, and a sense of belonging. Every game, practice, and team event helps them grow not only as athletes but as kind, responsible, and motivated individuals.

With your support in our Little League, you're not just supporting a sports program; you're helping shape the next generation of community leaders, teammates, and role models. Your support provides kids with the opportunity to develop lifelong friendships, learn the value of hard work, and experience the joy of being part of something bigger than themselves. Together, we can continue to create a safe, positive, and encouraging

space where every child feels included and empowered to reach their potential — both on and off the field.

8. Funding will be used to:

☒ X ___ 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.

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?

*Our program thrives because of the incredible support and involvement of our community. As we continue to grow, one of our main priorities is keeping our fields and equipment safe, updated, and ready for every player to enjoy. Each season brings natural wear and tear, so replacing and maintaining items like tees, bases, tarps, umpire gear, and helmets is essential to providing a safe and positive experience for all.

Over the past few years, we've been proud to see our program expand, welcoming more players, families, and volunteers than ever before. We want to keep that momentum going by creating an inclusive, fun, and supportive environment for everyone who steps onto our fields or cheers from the sidelines. (Doubling our softball sign-ups!)

A major focus for us this coming year is rebuilding our concession stand program, which had to pause after recent floods damaged our facilities. We hope to bring it back as a volunteer-led effort that not only provides affordable snacks and drinks during games but also helps us raise funds to reinvest directly into the program. Reviving this tradition will bring people together, support our players, and strengthen the sense of community that makes our recreation area such a special place. We hope to also include other Richmond-based activities to be a part of this effort as well.

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
- Additional clay for our fields \$2,000

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? _____

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; we had 7 total tball teams and 6 total coach pitch teams. Our softball girls were able to build two coach pitch teams and 2 minors team (who even participated in All-Stars this year!)

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 6

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 Monique Henne Date 10/8/25

Monique Henne vice president
Print Name of Applicant and Title