

**+Town Of Richmond Discretionary Funding Policy  
Adopted by the Selectboard on 3/3/25**

**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. What are the reporting requirements for organizations that are awarded Discretionary Funds?**

All organizations that are awarded funds must provide two reports for during the fiscal year in which they received funds. One report is due by January 15 and will provide an update on the organization's activities in the Town of Richmond from July 1 – December 31. The second report is due by August 15 and will provide an update on the organization's activities in the Town of Richmond from July 1 – June 30.

**6. 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 by the Wednesday immediately prior to the second Monday in October. The application elicits information about an organization's experience,

qualifications, and integrity, and the project or service for which the organizations is requesting support.

**Town of Richmond**

**Request for Special Appropriations**

**Request for Fiscal Year: FY'27** \_\_\_\_\_

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

Address: \_60 Main Street, P.O. Box 786

City, State, Zip: \_ Burlington, Vermont 05402

Website address: gbicvt.org

**A. GENERAL INFORMATION**

1. Program Name: GBIC
2. Contact Person/Title: Sam Andersen, Executive Vice President

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:

The support from the Twon of Richmond allows us to provide necessary economic development programs and services throughout Chittenden County.

4. Total number of the above individuals who are Town residents: It is presumed that there are residents of Richmond that work in businesses throughout Chittenden County.

Please attach any documentation that supports this number.

Percent of people served who are Town residents: There is no entity that tracks these numbers for economic development.

5. Amount of Request: \$200
6. Total Program Budget: \_\_\_\_\_ Percent of total program budget you are requesting from the Town of Richmond: \_\_\_\_\_

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

As the certified non-profit economic development serving Chittenden County since 1954, GBIC is dedicated to implementing our vision: a thriving Lake Champlain region with an economic environment providing meaningful employment consistent with an uncompromised natural environment, enabling present and future generations of Vermonters to live, learn, work, and play in the Champlain Valley. GBIC strives 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. Will the funding be used to:

☒ X \_\_\_\_\_ 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, and GBIC is very grateful for the support we have received from the Town of Richmond.

10.

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

☐ No \_\_\_\_\_  
\_\_\_\_\_

## 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?

The Greater Burlington Industrial Corporation (GBIC) appreciates this opportunity to submit an appropriation request to the Town of Richmond for FY 2027. In these demanding times, assistance to our key employers is more important than ever. Issues such as workforce development, housing, global competition all challenge our Vermont employers. 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 economic development 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 2027.** Your support of our programs and

services to the key employers and municipalities is important to us. **The requested funds will be used to support our programs and services.**

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.

Please see attached GBIC Dashboard.

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?

\_\_\_\_\_ GBIC maintains a website (gbicvt.org) available to all. In addition, we have a large distribution list (which includes all Chittenden County municipalities) for our monthly newsletters and Business Updates. We work closely with our regional partners, such as the CCRPC and we co-sponsor economic development events throughout the year.

3. Program Funding:

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

Funds received are used to support the programs, and services of GBIC. \_\_\_\_\_

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.  
\_\_\_\_\_

**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 economic development services and programs to the municipalities and business community since 1954. Our current staff has decades of experience and our President, Frank Cioffi was the former Commissioner of the State Department of Economic Development under the Dean Administration. Staff bios are available on our website (gbicvt.org) along with information regarding our services and programs.  
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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).

\_\_\_\_\_  
Please see attached GBIC Dashboard.

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

- \_\_\_\_\_  
4. Does your organization have a strategic plan and a strategic planning process in place? \_Yes\_\_\_\_\_ 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?

\_\_\_\_\_  
Thirty members are authorized and we currently have 26 active board members.

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

GBIC conducts approximately ten board meetings a year.

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. I also understand that I must adhere to all rules outlined in the **Town Of Richmond Discretionary Funding Policy, which appears as a cover sheet to this application.**

Signature of Applicant \_\_\_\_\_

\_\_\_\_\_  
Date

Sam Andersen

Executive Vice President

\_\_\_\_\_  
Print Name of Applicant and Title

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

## GBIC FY 2025 Performance Dashboard

| <b>BENCHMARKS</b>                              | <b>FY 2025<br/>7-1-24 to 6-30-25</b>                                        |
|------------------------------------------------|-----------------------------------------------------------------------------|
| Number of Employer interactions or visitations | 91 key employer visits<br>680 Key Employer Interactions<br>41,000 employees |
| Number of Employers contacted                  | 655 Employers contacted<br>40,000 employees                                 |
| Number of VTP contracts awarded                | 18 VTP contracts<br>689 VTers trained<br>\$222,077. Awarded                 |
| Number of VEDA loans applied for               | 17 Loans<br>\$11,208,540.                                                   |
| Number of VEGI applications<br>VEGI Awards     | 1<br>\$639,884. Awarded                                                     |
| Number of referrals to APEX                    | 8                                                                           |
| CEDS completed or updated                      | CEDS update completed                                                       |
| Number of job fairs held                       | 1                                                                           |
| Number of WETF apps assisted                   | -                                                                           |
| Number of permits assisted                     | 10                                                                          |
| Number of site relocations assisted            | 5                                                                           |
| Number of SBDC Customers & Counseling sessions | 83 Client employers<br>196 counseling sessions                              |
| Number of VMEC Consults                        | 33 Employers helped<br>256 Vermonters Trained                               |

GBIC- Greater Burlington Industrial Corporation

Frank Cioffi, President

60 Main Street Burlington, Vermont, USA

Cell: 802-922-0954 Email: [frank@vermont.org](mailto:frank@vermont.org) Web: [www.gbicvt.org](http://www.gbicvt.org)