

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: 2027

Organization's Name: Richmond Community Band
Address: 444 Snipe Ireland Rd
City, State, Zip: Richmond, VT 05477
Website address: _____

A. GENERAL INFORMATION

1. Program Name: Richmond Community Band

2. Contact Person/Title: Michael Lawler/President

Telephone Number: 434-4793

E-mail address: lawler@wcvr.com

3. Total number of individuals served in the last complete fiscal year by this program:
21 band members, dozens of audience

4. Total number of the above individuals who are Town residents: 7, most of the audience
Please attach any documentation that supports this number.

Percent of people served who are Town residents: 33% band, ~90% audience

5. Amount of Request: \$400

6. Total Program Budget: \$900 Percent of total program budget
you are requesting from the Town of Richmond: 44%

7. Please state or attach the mission of your agency: Richmond Community Band rehearses
to foster musicianship and camaraderie among members, and performs concerts to share music with
the public.

8. Will the funding be used to:
Y 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

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

Richmond Community Band continues the long tradition of England town bands presenting public music performances. RCB provides performing and listening opportunities for Richmond residents and musicians and audience from neighboring towns who support the Richmond community.

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.

All residents of Richmond or neighboring towns are welcome to play in RCB, regardless of gender, ethnicity, or income. All ages are welcome. In 2025, three pairs of parent/adult offspring participated in the band. Dozens of residents and visitors of very varied ages enjoyed the performances, and hundreds appreciated the band in the 4th of July parade.

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? RCB will purchase new music. Rather than repeat a rather limited repertoire as do some local bands, Richmond Community Band strives to present a variety of selections for the interest of repeat audience, and for band members' challenge and enjoyment. We advertise in the Front Porch Forum, and with an orange sandwich board sign usually at the four corners.

3. Program Funding:

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

Richmond Community Band will purchase new music as mentioned above. We partially compensate volunteers for donations of music, parade float equipment and personnel. and rehearsal space. We also buy band shirts for members with optional voluntary contributions accepted.

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 sources other than the town of Richmond, and voluntary donations from participants or audience. Expenses are deferred if funds are insufficient.

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.

Current directors and several other members have been participating for more than 25 Richmond Community Band was reestablished in 1998. All members contribute to

All members contribute to regular operations, comprising rehearsals and performances.

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). Richmond Community Band members' benefits are subjective, but the music we perform is better after rehearsing. Although concert members aren't direct RCB participants, their implicit and sometimes explicitly shared appreciation of our music indicates increased morale and promotes musician satisfaction. Bikers, boaters, and other park visitors add impromptu audience feedback.

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

indicates increased morale and promotes musician satisfaction.

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? 3
How many meetings were held by the board last year? 2

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 Michael E. Lander Date 10/8/25

Mike President
Print Name of Applicant and Title