

TOWN OF ESSEX, VERMONT

HUMAN SERVICES FUNDING DISTRIBUTION POLICY

1. Purpose

The purpose of this policy is to provide the framework to support the Town of Essex Human Services Contribution policy passed on November 16, 1987 that states, “The Town of Essex shall allocate one percent of its total General Fund Budget to fund human service organizations.”

2. Process

- a) The budget which includes the Human Services Contribution is presented to Town of Essex residents during annual meeting in March of each year.
- b) By May of each year, the Town Manager will provide recommendations to the Town of Essex Selectboard for specific focus areas as human service priorities for the most vulnerable residents of the Essex community. The Selectboard will approve up to five (5) focus areas for funding distribution of the allocation approved at the annual meeting.
- c) Circulation of the approved focus areas and up-to-date application and guidelines will be by, but is not limited to: an Essex Human Services Fund email list and email to all employees/board members, posts to municipal websites, and announcements on municipal social media outlets and newspapers.
- d) Applications must be received or postmarked by February 15th of each year.
- e) The Town Manager shall appoint a committee to compile and review all applications and make recommendations, based on the focus areas approved by the Selectboard the previous May.
- f) By May, the Selectboard considers the funding recommendations by the Town Manager, contingent upon available funds and considers approval of the focus areas for the next cycle.
- g) Funding awards are issued each June, prior to fiscal year end.

3. Eligibility

Local area social, health and human services organizations who serve Essex residents are encouraged to apply. Organizations with a religious affiliation are eligible to apply if the program or service is provided without proselytizing. Only non-profit organizations who are considered a 501 (c)(3) or that file an annual Internal Revenue Service (IRS) Form 990 tax return are eligible. All funding proposals must align with the Essex Human Services Focus Areas.

4. Application and Guidelines

The Town Manager will revise and update the application and supporting guidelines in accordance to this policy and with focus areas approved by the Selectboard, when necessary.

This policy replaces the Town of Essex Human Services Application policy passed on November 16, 1987 and supersedes any prior policy and procedures, whether written or oral, on this subject matter.

Adopted by the Selectboard of the Town of Essex, Vermont, on November 18th, 2019 and amended on 06/06/2022. It is effective as of this date until amended or repealed.

Town of Essex Selectboard

Andrew J Watts
[Andrew J Watts \(Jun 17, 2022 12:37 EDT\)](#)
Andrew Watts, Chair

Tracey A Delphia
[Tracey A Delphia \(Jun 21, 2022 21:10 EDT\)](#)
Tracey Delphia, Vice Chair

Ethan Lawrence
[Ethan Lawrence \(Jul 25, 2022 11:44 EDT\)](#)
Ethan Lawrence, Clerk

Dawn Hill-Fleury
[Dawn Hill-Fleury \(Jun 16, 2022 17:30 EDT\)](#)
Dawn Hill-Fleury

Kendall Chamberlin
[Kendall Chamberlin \(Jun 17, 2022 12:43 EDT\)](#)
Kendall Chamberlin