

MONTPELIER COMMUNITY FUND | City of Montpelier, Vermont
39 Main Street, City Hall Montpelier, Vermont 05602
GUIDELINES | FY 2021 (7/1/20 - 6/30/21)

In 2012, the Montpelier City Council established the Montpelier Community Fund (MCF) as its method for funding organizations and projects that benefit Montpelier residents. The City Council now includes an appropriation for MCF grants within its annual budget, which is voted on annually at Town Meeting. The MCF reviews all applications submitted and recommends grants for eligible organizations and projects as set forth in the MCF policy. MCF award recommendations are considered by the City Council prior to Town Meeting. The MCF is administered by a five-person Board of Montpelier residents, appointed by the City Council.

Eligibility: Private, non-profit organizations that benefit the residents of Montpelier are eligible to apply to the MCF. In addition, MCF will make arts grant awards to arts organizations and individual artists for specific events. Any organization or person who petitions to place an article requesting funds on the 2020 City ballot is not eligible for MCF funding in FY 2021.

Grant Types: The MCF offers two types of grants: General Community Fund and Arts Grants. The Arts Grants are designed to support specific art-related events (or series of events) to benefit downtown, with awards typically \$1,000 or less. General Community Fund grants support operating budgets or specific projects of local community service and related organizations.

Applicants must indicate what kind of funding request they are making: general operating, program, or project. **General operating** is intended to be used toward the general mission of the organization. **Program support** is restricted funding for an ongoing program of the organization. A **project grant** is intended for a one-time or specific project. All are acceptable and no preference is given to any of these choices. Your selection will guide the budget and answers you provide in the application.

Grant Award Criteria - The MCF Board considers the following criteria in awarding funds:

1. The extent to which the grant will benefit Montpelier, its residents, and the public good –
 - i. by effectively addressing basic human needs; or
 - ii. by enhancing the quality, vitality and sustainability of life in Montpelier.
2. The extent to which the applicant has raised, can raise, or can leverage funds from other sources.

Application - Completed applications must be submitted via the [city's online application form](#) or in digital form (Word or PDF; a single file is preferred) on or before midnight, Tuesday, November 12, 2019. Applications must be complete, legible, and with all attachments in order for a request to be considered. All applicants will receive confirmation of submission. If you do not receive a confirmation email once you have submitted your application, please contact the City Manager's office: 223-9502 or JCarroll@montpelier-vt.org.

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Grant Awards - The Montpelier Community Fund Board's recommendations to the City Council will be published prior to town meeting, and grant awards will be announced after the City budget is approved. Award payments are processed by the City after the first property tax installment due date of August 15, 2020. Awards greater than \$10,000 will be paid in two installments, one after August 15, 2020 and the second after November 15, 2020. Please note that all individual award recipients will be asked to complete a W-9 form.

Recipient Reporting - If you are applying for FY21 funding, please submit: a) Final Report on FY19 Grant Funds received (if applicable), and b) Progress Report on FY20 Grant Funds received (if applicable).

Questions regarding the Montpelier Community Fund may be directed to the City Manager's office - 802-223-9502 - or jcarroll@montpelier-vt.org.