

MONTPELIER COMMUNITY FUND | City of Montpelier, Vermont
39 Main Street, City Hall Montpelier, Vermont 05602
GUIDELINES | FY 2023 (7/1/22 - 6/30/23)

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 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. 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: Non-profit organizations that benefit the residents of Montpelier are eligible to apply to the MCF. In addition, individual artists and community groups are eligible for specific arts projects or events that benefit the community.

Any organization or person who petitions to place an article requesting funds on the 2022 City ballot is not eligible for MCF funding in FY 2023.

Grant Types - The MCF offers three types of grants: 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 or new 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 on or before midnight, Monday, November 30, 2021. Please submit via [the City's online application system](#) and submit any attachments as .pdf files. Applications must be complete, legible, and with all necessary attachments for a request to be considered.

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, 2022. Awards greater than \$10,000 will be paid in two installments, one after August 15, 2022 and the second after November 15, 2022. Please note that all individual award recipients will be asked to complete a W-9 form.

Recipient Reporting - If you are applying for FY23 funding, please submit:

- a) Final Report on FY20 Grant Funds received (if applicable)
- b) Progress Report on FY21 Grant Funds received (if applicable).

Questions regarding the Montpelier Community Fund may be directed to Mary Smith at the City Manager's office: msmith@montpelier-vt.org or to the MCF board's group email address: montpeliercommunityfund@gmail.com

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APPLICATION PREVIEW

Submit application using the City's online form portal here:

<https://www.montpelier-vt.org/FormCenter/Montpelier-Community-Fund-Board-16/Application-for-funding-from-Montpelier--69>

Deadline for submission: Midnight, Monday, Nov. 30, 2021

Applicant / Organization name:

Mailing Address:

Website:

Fiscal Year Dates (if organization):

Amount requested from Montpelier for FY23 (7/1/22 – 6/30/23):

Please choose one box to indicate the kind of grant are you requesting (see guidelines for descriptions):

General operating

Program funding

Project funding

Primary Contact Person:

Name:

Title:

Phone:

E-mail:

This application must be signed/certified by the Executive Director, President of the Board, or Individual Applicant. By submitting a grant application to the MCF, the applicant agrees that it will not also seek funding through the Montpelier ballot petition process.

Please review the MCF Guidelines before completing this application and carefully follow all instructions.

1. Please tell us about your organization:

- a. Please write 2 sentences describing the goal of your organization (this could be your mission statement).
- b. What is the need or problem that your organization/program/project addresses?
- c. Briefly describe your organization's primary programs and activities.

2. What geographic area does your organization or program serve?

3. How will you use the funds?

4. How does your organization complement or collaborate with other local organizations that may provide similar or allied services? Describe singular services you offer and how your organization complements or collaborates with other programs or services. For example, a homeless shelter may provide a unique service to the area but still interacts with allied programs such as housing agencies, employment, counseling, or medical services.

5. What are the unduplicated numbers of people served by your organization or program during your most recent fiscal year? The Board wants to better understand who you are serving.

- a. Total number of individual people (unduplicated count, excluding volunteers):
- b. Number of Montpelier residents (unduplicated count, excluding volunteers):
- c. If applicable, number (or percentage) of low-income Montpelier residents:
- d. If applicable, number of Montpelier resident volunteers:
- e. # of volunteer hours:
- f. Briefly explain how you determined the above numbers:

You may share up to three additional pieces of data that describe the services you provide to Montpelier residents.

6. If you received MCF funds for this fiscal year (FY21) or last (FY20), how were they used? Please include one or both of the following, as applicable (submit as attachments or include text in the field here)

- a. Final Report on FY20 MCF Grant.
- b. Progress Report on FY21 MCF Grant.

Please be sure to explain any changes in how the grant funds were used.

7. Other than the Community Fund, please list any direct or in-kind support that your organization or project receives from the City of Montpelier, including public schools and all municipal departments such as public works, parks, senior center, recreation, etc.

8. List other towns that support your organization through grants or municipal contributions in the most recent fiscal year (include amount).

9. Please provide the following attachments (These should all be reports that you already have on hand; we do not require you to create new ones. Individual applicants do not need to provide this documentation):
Please attach as PDF files

- a. Most recent prior year budget-to-actual income and expenses
- b. Program or project budget, as applicable. Include both revenues and expenses.
- c. A list of current board members.
- d. Copy of IRS Determination Letter (new applicants only).

Your application is complete if it includes:

- Answers to all questions in the order asked, with all acronyms explained
- Financial statements, reports, and other required attachments are included
- The signature /certification of the Executive Director, Board President, or Individual Applicant
- One electronic copy received by midnight, Monday, November 30, 2021

For questions about the application portal, email Mary Smith at: msmith@montpelier-vt.org

For other questions, please email: montpeliercommunityfund@gmail.com