

Re: Requests for Funding From Organizations**Purpose:**

The purpose of this policy is to set consistent guidelines under which each application for funding is brought to the Village Commission for consideration, by

- 1 Establishing a procedure for the public presentation of requests for funding;
- 1 Establishing a procedure for reviewing requests for funding;
- 1 Establishing criteria for evaluating each application

Policy:**(1) Public Presentation of Requests:**

The Village Commission will provide an opportunity for community organizations to publicly present their application for funding. This will be done by way of a meeting specifically for this purpose, or at a regular meeting of the Village Commission, as determined by the Village Commission.

It will be the responsibility of the organization to provide copies of supporting documentation, in those numbers required by the Commission, on a date prior to their presentation, as designated by the Village Commission. This will ensure sufficient time has been allowed prior to the presentation for Commissioners to review of said information.

A representative of the organization should be prepared to answer any questions Commissioners may have in regards to the funds being requested.

It will be the responsibility of the organized to advise the Village Office prior to the day of the presentation, of any special equipment (ie: overhead projector, flip chart, etc.) that may be required for this presentation.

It will be the responsibility of the organization to begin the presentation at the designated time, and to not exceed the time allocated. Following the presentation, representatives from the organization should be prepared to answer all questions and to provide any additional documentation the Commission may require.

(2) Procedure for Reviewing Requests:

The Village Commission shall advise the organization of any addition information required in order for the request to be fairly reviewed. It will be the responsibility of the organization to ensure that this information is provided to the Commission in a timely manner.

The Commission shall advise the organization that all requests are reviewed as part of the budget process, and all applicants will be advised by the Village Clerk Treasurer of the Commission's decision, following the review.

(3) Criteria for Review:

All applications for funding will be reviewed based on the following criteria:

- 1 Level of responsibility of the Village to provide funding (ie: people or property service).
- 1 Ability of the Village to provide funding.
- 1 The mandate of the organization and how it affects the citizens of the Village and /or the general community.
- 1 Types of fund-raising that have been done to meet the financial needs of this organization.
- 1 The types of short-term and long-term sustainability expected from this organization.
- 1 External resources available (ie: financial, human, material, etc.)

Date this policy was approved: _____

Village Commission Chair

Village Clerk Treasurer