

FUNDING REQUESTS POLICY

I. Purpose

The purpose of this policy is to establish clear guidelines and procedures for the review and acceptance of Funding Requests submitted to Sandy River Plantation. These requests are intended to support community initiatives, enhance public services, and align with the values and mission of the municipality.

This policy applies to all types of Funding Requests, including financial contributions, goods, services, and event sponsorships, intended for Sandy River Plantation or its programs.

II. Scope

This policy applies to all types of Funding Requests directed to Sandy River Plantation, including but not limited to:

- Financial contributions
- Donations of goods or services
- Sponsorship of events or programs

It covers requests made on behalf of individuals, organizations, or community groups seeking support from the municipality or its associated programs.

III. Eligibility Criteria

- **Who Can Request Funding:** Eligible applicants include:
 - Nonprofit organizations, educational institutions, or community groups located within or serving Sandy River Plantation.
 - Government agencies, local businesses, or individuals supporting community-based projects.
 - Requests must align with the goals and values of Sandy River Plantation.
- **Types of Eligible Initiatives:**
 - Community improvement projects (e.g., parks, public spaces).
 - Educational programs (e.g., scholarships, youth programs).
 - Environmental or sustainability efforts.
 - Public health or safety programs.
 - Cultural or arts initiatives.
 - Emergency relief efforts within Sandy River Plantation.

IV. Funding Limitations

- **Funding Amount or Value:** There is no specific monetary limit for individual Funding, all Funding Requests will require Budget Committee review and final approval can only be authorized by vote of the legislative body (Town Meeting).
- **Restrictions on Funding Requests:**
 - Funding intended for political campaigns or partisan purposes are not eligible.
 - Funding must not conflict with the best interests of Sandy River Plantation or its residents.

- All Funding must comply with applicable local, state, and federal laws.

V. Application Process

- **How to Apply:**

- Requests for Funding must be submitted in writing on the designated form via postal mail at 33 Townhall Road, Sandy River Plantation, ME 04970, or email to sandyriverplantation@outlook.com.
- All requests should be submitted by **February 1**

- **Required Information:**

- A completed Funding Request form.
- A detailed description of the initiative or project, including goals, timeline, and expected outcomes.
- A detailed budget or financial breakdown of the Funding's intended use.
- Documentation verifying the applicant's nonprofit status (if applicable).
- Letters of support from local organizations or stakeholders (if applicable).

- **Review Process:**

- All Funding Requests will be reviewed by the Sandy River Plantation Board of Assessors and Budget Committee, which will assess the application based on community impact, alignment with Sandy River Plantation's mission, and availability of funds or resources.
- Approval Requirement: All Funding Requests, regardless of the amount, will require final approval by vote of the legislative body of Sandy River Plantation (Town Meeting).

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VI. Approval and Disbursement

- **Approval Process:**

- The Budget Committee will prepare a report and recommendation for the Board of Assessors based on its review of the request.
- Qualifying Funding Requests will be placed on the Annual Town Meeting warrant, no Funding Request will be taken up at a Special Town Meeting.
- Once approved by the Town Meeting vote, the applicant will receive written confirmation of the Funding approval and any terms or conditions associated with the Funding.

- **Disbursement:**

- Financial Funding Requests will be disbursed by check or electronic transfer to the recipient's account by the end of the calendar year.
- In-kind Funding (goods or services) will be coordinated directly with the recipient.

VII. Conditions of Acceptance

- **Use of Funding:** Funding must be used strictly for the purpose outlined in the application. Any deviation from the intended use may result in the revocation of the Funding.

- **Acknowledgment and Recognition:** The municipality may request that Funding be publicly acknowledged in print, on the municipal website, or at events, based on the value and significance of the Funding.
- **Reporting:** Recipients of Funding exceeding \$1,000 must provide a written report to Sandy River Plantation within 6 months of receiving the Funding. This report should detail the outcomes of the funded initiative and how the funds or resources were used.

VIII. Conflict of Interest and Ethical Guidelines

- **Conflict of Interest:** All individuals involved in the Funding Requests approval process are required to disclose any potential conflicts of interest, such as personal relationships or financial interests in the Funding Request recipient.
- **Ethical Standards:** Funding Requests will not be accepted if there is a perceived conflict with the municipality's values or if they may lead to an undue influence on municipal decisions.

IX. Transparency and Accountability

- **Public Record:** A list of all Funding Requests will be published annually in the Sandy River Plantation Annual Report and on the Sandy River Plantation website to ensure transparency and public accountability.
- **Audit:** The use of funding will be subject to periodic audits by the Sandy River Plantation Finance Department to ensure compliance with this policy.

X. Revocation of Funding

Funding may be revoked if the recipient fails to use the funds or resources as outlined in their application, engages in unethical behavior, or if the initiative no longer aligns with the best interests of Sandy River Plantation.

XI. Effective Date, Review and Amendments

This policy becomes effective immediately upon its adoption or ratification on ***December 17, 2024***. It will be reviewed annually within 60 days of the start of the new fiscal year by the Sandy River Plantation Board of Assessors to ensure that it remains relevant, effective, and aligned with the community's needs. Amendments may be proposed by either the Board or the Budget Committee and must be approved by a majority vote of the Board of Assessors.