

TOWN OF HAMPDEN  
NON-MUNICIPAL ORGANIZATION FUNDING REQUEST POLICY

As part of the annual budget review process, the Hampden Town Council shall consider whether to include budget requests from non-profit Non-Municipal Organizations. This decision shall be made after the municipal budget, including school, and county costs, has been presented. The annual amount of funding for non-municipal organizations shall not exceed \$20,000 without a super majority vote of the Town Council.

The following process shall be followed by interested organizations:

1. Application –

Non-profit and civic organizations seeking funding from the Town of Hampden shall meet the following criteria and provide the following information:

A. Eligibility criteria –

1. Organizations must provide a service/benefit to residents of the Town of Hampden
2. Organizations must be non-profit entities

B. Information/action required for consideration of request

1. Completion of non-municipal organization funding request form and submission of verifying documentation.
2. Attendance by an authorized representative of the entity requesting funding at the Hampden annual budget review session related to non-municipal funding requests

2. Evaluation

Non-municipal organization funding requests shall be evaluated according to the following criteria:

A. Type of service/benefit provided & value to the community

B. Availability of the service/benefit in the community

C. Resident participation/benefit

D. Preference

1. Preference shall be given to organizations located in the Town of Hampden
2. Preference shall be given to organizations who provide service to the community through volunteer activities
3. Preference shall be given to organizations that provide necessary services that may otherwise result in impacts to the municipal budget through line items such as general assistance.

4. Preference shall be given to organizations that offer desired services not otherwise available to Hampden residents.
5. Preference shall be given to entities whose purpose furthers goal(s) in the Town's Comprehensive Plan.

**Adopted by the Hampden Town Council on Monday, May 21, 2012**

TOWN OF HAMPDEN  
NON-MUNICIPAL ORGANIZATION FUNDING REQUEST FORM

Name of Organization: \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date Organization established: \_\_\_\_\_

Non-profit : Yes \_\_\_\_\_ No \_\_\_\_\_

501c3: Yes \_\_\_\_\_ No \_\_\_\_\_

Service/benefit provided to Hampden Residents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location(s) service(s)/benefit(s) provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar value of service provided: \_\_\_\_\_

Documentation supporting this request must be included with the application.