

TOWN OF HAMPDEN
OUTSIDE AGENCY BUDGET REQUEST & MID-YEAR FUNDING REQUEST POLICY

The Hampden Town Council adopts the following policy for requests for support from the Town of Hampden both as part of the annual budget process and mid-year requests.

Section 1: Purpose

The purpose of this policy is to standardize the process of considering requests for financial support from the Town of Hampden by groups and organizations that are not departments of the municipal government. Exempted from this policy are tax assessments for SAD #22 and Penobscot County, which are statutory responsibilities of the community.

Section 2: Definitions

Outside Agency: Shall include any non-profit organization requesting financial assistance for a service provided to or for the benefit of the residents of the Town of Hampden **as part of the Town's annual budget process.**

School Group: Shall include School academic groups, clubs, and sports teams that are affiliated with SAD #22.

Section 3. Administrative Procedures

1. Annual Budget

- a. Funding requests by Outside Agencies shall be made annually only as part of the Hampden Municipal Budget Process.
- b. Funding requests must be submitted in writing to the Town Manager no later than March 1st of each year and shall include information documenting services provided to Hampden residents.
- c. All requests received shall be included in the budget prepared by the Town Manager for Council Review.
- d. All Outside Agencies submitting requests shall be notified by the Town Manager of the date and time of the Budget Review Hearing where their request will be considered.
- e. The Town of Hampden reserves the right to accept or reject any request. Submission of a request is not a guarantee of funding. Decisions related to funding requests will be made by the Town Council as part of their annual budget review.

2. Mid-fiscal year Funding Requests

- a. Funding for **School** Group requests is limited to funds available from the Town Council General Expense line item budget.
- b. Funding requests from **School** Groups may be made at any time during the fiscal year, however, if the budget line item used to fund such requests has been exhausted, the Town Manager shall notify the Group that funding is not available in the current fiscal year.
- c. Requests shall be submitted in writing to the Town Manager for inclusion on a Finance Committee Agenda. The Finance Committee shall review the request of the **School** Group at a regular meeting at which Group representative(s) shall be present for Committee questions.
- d. The Finance Committee shall make a funding recommendation on the request to the full Council at a regularly scheduled Council meeting.
- e. The maximum award for any **School** Group request shall be \$200.
- f. Application by **a School** Group is not a guarantee of funding.

Section 4. Effective Date

This policy shall be effective upon approval by the Hampden Town Council.

Adopted by Town Council: June 15, 2009