

Town of Lamoine

Town Donation Support Policy

1. Criteria for inclusion in the Town Warrant:

All organizations must meet the following requirements. They must:

- A. be non profit
- B. be non-denominational (not affiliated with any religion)
- C. be non political (not affiliated with any political party)
- D. be non-governmental (not a unit of government but may receive grants from government sources which often require a locally raised share).
- E. be local (provide services either within Lamoine or to Lamoine residents at nearby communities.
- F. operate at a fiscal level where extensive local fund raising efforts would be prohibitively expensive.
- G. make application to the Town Budget Committee by November 30 preceding the annual March Town meeting using the application form available at the Town Hall.
- H. Be in compliance with applicable State law (MRSA 30-A § 5721-5728) which establishes permissible town funding area.

2. General Procedures

- A. Organizations shall be limited to a maximum of \$600 in any town fiscal year.
- B. There is no guarantee that any application will be funded or funded at the level requested. The vote of town meeting shall be final.
- C. Should the total amounts requested exceed 5% of a mill (.05 mill) in the aggregate, the Board of Selectmen shall make a recommendation reducing the total amount to this level by proportionately reducing all voted amounts prior to voting on the article.

3. Administrative Procedure

- A. The town administrative assistant shall determine whether the application is complete.
- B. The selectmen shall determine if applicants meet the criteria for support. Organizations may appeal such a determination following the usual town procedures. Rejected organizations are urged to consult with the Selectmen before instituting an appeal.
- C. The town will notify applicants of acceptance or rejection for warrant inclusion in a timely manner.
- D. Accepted applications shall be forwarded to the Budget Committee for their recommendation.
- E. The amount requested will be shown in the Warrant followed by the Budget Committee's recommendation. The amounts in the Warrant article may be considered, amended, and voted on as individual items subject to the overall mill cap. Organizations are advised that having a contact person available to answer questions at the Town Meeting is recommended but not mandatory.
- F. All applications will be posted at the Town Hall and at the site of the Town Meeting for public examination.
- G. The application form shall require, at a minimum, the following information:
 - 1. Organization full name and mailing address
 - 2. A contact person with address and phone number
 - 3. General purpose of organization
 - 4. Amount of request
 - 5. Detailed list of services provided to Lamoine in the last year.
 - 6. Other fund raising activities
 - 7. Most recent annual budget summary

Adopted this 23rd day of October, 1996 by the Lamoine Board of Selectmen.

Signed this 6th day of November, 1996 by:

William Collier, Chairman

Arthur Alley

Glenn Crawford

The Lamoine Board of Selectmen