



TOWN OF BERLIN, VERMONT  
Washington County

*approved*

Berlin Selectboard Policy  
Requests for Special Appropriations

The Berlin Selectboard has approved the procedures as outlined below regarding requests from charitable, non-profit organizations under the category of Special Appropriations for Town Meeting. The Berlin Selectboard reserves the right to adjust these amounts as it sees fit, and to reject any increase that they deem to be unwarranted or unaffordable to the Town.

Requests from organizations that have received funding in the current budget cycle must submit a letter of request in order to be included in the Special Appropriations category for the upcoming budget cycle. Any new organizations and/or individuals or those organizations and/or individuals not approved for the current year must get a petition signed by 5% of voter checklist. A petition is also required when an organization and/or individual requests an increase in funding in the Special Appropriations category. In this instance, the organization and/or individual must appear before the Selectboard to request a waiver of the petition requirement for increases in funding. Please contact the Town Clerk's Office for specific information about filing a petition. All organizations seeking Town funding are encouraged to attend the Pre-Town Informational Meeting to answer questions about their request. Organizations or individuals may submit joint petitions with other organizations; however, the petition must clearly state that the requests are separate, include the amount requested for each organization, and that each request is to be voted separately on the ballot.

Requirements

The requesting agency shall submit a detailed letter of request on agency letterhead. The agency's report, as it will appear in the Town Meeting Day Annual Report, must contain the following information: name of the agency, address, telephone number, and hours of operation, executive director, mission statement, persons served annually, and number of Berlin residents served annually. Please complete the report form, which can be obtained on-line at [richardson@berlinvt.org](mailto:richardson@berlinvt.org). The information may be returned by e-mail or by mail on CD ~~or on a floppy disk~~ to: Town Administrator, Municipal Office Building, 108 Shed Road, Berlin, Vermont 05602. The Town reserves the right to reject any request deemed incomplete or have failed to meet established deadlines. Organizations or individuals placed on the town meeting ballot by the Select Board, and requesting a special appropriation exceeding \$5,000, shall submit an internal audit, tax return, or certified financial statement prior to being placed on ballot.

*Susan Gretkowski*  
Susan Gretkowski, Chair

*Bradley Towne*  
Bradley Towne

Nancy Driscoll, Vice Chair

*Jonathan Goddard*  
Jonathan Goddard

*Roberta Haskin*  
Roberta Haskin, Secretary

11/1/10  
Date Approved