

PROCEDURE FOR FUNDING OF NON-PROFIT,
SOCIAL SERVICE ORGANIZATIONS IN WORCESTER

1. Town Clerk sends cover letter, policy, procedure and application to groups funded in the last fiscal year.
2. Do you meet Worcester's qualifying criteria for funding of non-profit organizations? ie.:

Are you:

- recognized as non-profit by the IRS
- non-discriminatory, non-political, non-religious, and your primary service is non-lobbying
- ready and able to serve

If yes to all three points above, continue

3. Submit required documentation to the Worcester Social Concerns Committee via the Worcester town clerk prior to the first day of October.
4. A notice of the selectboard-approved funding will be sent by November 15th.
5. If the Agency refuses the funds, a written notice of refusal must be received by the town clerk of Worcester by the first day of December.
6. Those social service agencies that have not had an appropriation request approved by the selectboard may submit a petition for an article requesting an appropriation in accordance with 17 V.S.A. § 2642(a). Such a petition must be signed by at least five percent of the voters of the Town of Worcester and filed with the town clerk not less than 45 days before the day of the annual meeting.