

TOWN OF ESSEX, VERMONT	
HUMAN SERVICES FUNDING DISTRIBUTION POLICY	
Revision Number: 3.0	Adopted by the Town of Essex Selectboard on 11/18/2019 Amended 06/06/2022
Revision Date: 01/27/2025	

1. Purpose

The purpose of this policy is to provide the framework to support the Town of Essex Human Services Contribution policy passed on November 16, 1987 that states, “The Town of Essex shall allocate one percent of its total General Fund Budget to fund human service organizations.”

2. Application Process

- a) The proposed appropriation to the Human Services Contributions Fund is presented to Town of Essex residents during the annual meeting in March of each year as an article separate from the proposed budget. The article must be duly warned as an appropriation of funds and must state the necessity of the funds as providing support for social services for the benefit of Essex residents.
- b) By May of each year, the Town Manager will provide recommendations to the Town of Essex Selectboard for specific focus areas as human service priorities for the most vulnerable residents of the Essex community. The Selectboard will approve up to seven (7) focus areas for funding distribution of the funds.
- c) Circulation of the approved focus areas and up-to-date application and guidelines will be by but is not limited to: an Essex Human Services Contributions Fund email list and email to all employees/board members, posts to municipal websites, and announcements on municipal social media outlets and newspapers.
- d) Applications must be received or postmarked by February 15th of each year.
- e) The Town Manager shall appoint a committee to compile and review all applications and make recommendations, based on the focus areas approved by the Selectboard the previous May.
- f) By May, the Selectboard considers the funding recommendations by the Town Manager, contingent upon available funds and considers approval of the focus areas for the next cycle. Organizations that successfully petitioned for funds and received an approval by voters (17 V.S.A. § 2642) may reduce the amount of funds available for distribution.
- g) Funding awards are issued each June, prior to fiscal year end.

3. Eligibility

- a) Local area social, health and human services organizations who serve Essex residents are encouraged to apply. Only non-profit organizations who are considered a 501

- (c)(3) or that file an annual Internal Revenue Service (IRS) Form 990 tax return are eligible.
- b) Organizations that petitioned to place an article requesting funds on the annual meeting ballot are not eligible to apply for funds from the Human Services Contributions Fund during that same fiscal year.
- c) Organizations with a religious affiliation are eligible to apply if the program or service is provided without proselytizing.
- d) All funding proposals must align with the Essex Human Services Focus Areas.

4. Application and Guidelines

The Town Manager will revise and update the application and supporting guidelines in accordance to this policy and with focus areas approved by the Selectboard, when necessary.

This policy replaces the Town of Essex Human Services Application policy passed on November 16, 1987 and supersedes any prior policy and procedures, whether written or oral, on this subject matter.

Adopted by the Selectboard of the Town of Essex, Vermont, on November 18th, 2019 and amended on 06/06/2022 and 01/27/2025. It is effective as of this date until amended or repealed.

Town of Essex Selectboard

Tracey A Delphia
Tracey A Delphia (Jan 28, 2025 15:54 EST)
 Tracey Delphia, Chair

Andrew J Watts
Andrew J Watts (Jan 30, 2025 17:23 EST)
 Andrew Watts, Vice Chair

Kendall Chamberlin
Kendall Chamberlin (Jan 30, 2025 08:26 EST)
 Kendall Chamberlin, Clerk

Dawn Hill-Fleury
Dawn Hill-Fleury (Jan 29, 2025 12:00 EST)
 Dawn Hill-Fleury

 Ethan Lawrence