

**Town of Damariscotta
Provider Agency Budgetary Policy**

I. Title

This Policy shall be known as and may be cited as the "Town of Damariscotta Provider Agency Budgetary Policy".

II. Purpose

The purpose of this Policy is to assure compliance by all social service, community service and other non-profit agencies that request funding from the Town of Damariscotta with the Town's budgetary procedures, policies, and requirements, and to gather as much information as necessary for the Select Board and Budget Committee to make an informed decision about funding requests from provider agencies.

III. Definitions

Provider Agency – an agency that provides a service to the Damariscotta community. An agency may provide social services or other various community services and includes any non-profit.

IV. Provider Agency Funding Request Procedures

Provider Agencies seeking funding must submit a petition. Once the petition is certified by the Town Clerk, the Select Board will call a public hearing prior to finalizing the Annual Town Meeting warrant. Following the public hearing, the board will include the request on the Annual Town Meeting warrant. Annual Town Meeting is typically two-day event scheduled to begin on election day in June of each year

a. Submission of Requests for Funding

All provider agencies must submit a funding request to the Town in order to be considered for funding at the annual town meeting. This funding request shall be submitted to the Town Clerk by the Third Friday in March.

b. Petitions Required

- i. A petition will be required, pursuant to 30-A MRS §2522, for any funding request. The petition must be:
 1. signed by at least 10% of the number of registered voters that voted during the last gubernatorial election.
 2. notarized before being submitted to the Town Clerk's Office. The Town Clerk will certify said petition to the Board of Selectmen and to the agency submitting the petition within 5 days of receipt.

c. Public Hearing

- i. The Select Board will call a Public Hearing prior to approving the Annual Town Meeting warrant. The requesting agency should submit the following:
 1. A description of the Provider Agency and the types of services available to Damariscotta residents.
 2. A document detailing the number of Damariscotta residents assisted during the most recent fiscal year and the value of those services.
 3. The amount of the donation requested and the time period to which the donation

would be applied.

4. An expense and revenue report for the most recent fiscal year detailing revenue by funding source, expenditures by expense category (i.e. personnel, programs/services, building/property maintenance, etc..), and documentation of any reserve accounts.

V. Failure to Comply

Any agency that fails to comply with this policy shall not be considered for funding for the fiscal year they are requesting.

VI. Amendments and Changes

All proposed amendments to, and changes in, this policy will be at the discretion of the Damariscotta Select Board.

VII. Validity and Severability

Where the provisions of this Policy conflict with this or any other ordinance or policy, the stricter standard shall apply, and should any section or provision of this Policy be declared invalid, such invalidity shall not void or make invalid any other section of this Policy.

VIII. Effective Date

This Policy shall become effective upon its enactment by the Damariscotta Select Board.

Given under our hands at said Damariscotta, Maine this 18th day of October A.D., 2023.

Daryl Fraser

Josh Pinkham

Tom Anderson

Daniel Hunter

Andrea Keushguerian