



# Town of Chincoteague

## Policy for Support to Community Organizations

### **Purpose**

The purpose of this policy is to establish a uniform procedure by which community organizations may request financial and in-kind participation from the Town of Chincoteague in support of projects, programs, and events which meet the eligibility requirements described below.

### **Limitations and Special Provisions**

The Town Council has established certain fiscal limitations on the amount of taxpayer funds it can set aside for support to community projects and organizations. The aggregate amount is established by the Council during the annual budget process and may vary year to year to align with priorities, available revenues and liabilities.

The Town's participation may be contingent upon the characteristics of the project or event and may also require that appropriate insurance coverage be provided by the applicant at the applicant's cost.

### **Eligibility**

Eligibility is restricted to applicants who are recognized community service organizations, organized and federally designated as non-profit corporations, or a government agency. Other applicants should apply through such an organization that will serve as their sponsor.

### **Award Criteria**

All applications for municipal support will be reviewed and considered to the extent that the stated purpose for the request serves the Town's citizens in relation to any or all of the following general criteria:

- Promotion of commerce and industry.
- Celebration of the Town's culture or history.
- Contributions to the education, growth or development of Town youth.
- Observance of local, regional, or national historic dates or events.
- Contribution to the general public good in areas of education, safety, health, welfare, or recreation.
- Expected participation of a significant number of citizens who will benefit from the program, event, or activity.
- Individuals who merit special consideration because of their accomplishments that bring recognition to the community.

### **Availability of Funds Process**

All funding requests must be submitted on a "Community Support Application Form" which is available at the Town Office or from the Town's website at [Chincoteague-va.gov](http://Chincoteague-va.gov). Requests will normally be submitted to the Town Manager who will present all requests to the Budget and Personnel Committee for consideration and recommendation to the Council. All requests will be considered collectively at a regular Council meeting held during budget deliberations. Applicants will be notified of the meeting and should plan to attend to respond to any questions or clarifications which may arise during Council's review. A percentage of budgeted funds may be reserved at Council's discretion for future requests.