

Town of Brunswick Social Services Funding Policy

Purpose of this Policy

The purpose of this policy is to establish guidelines to be used by the Town Council in the review of grant funding requests from non-governmental charitable organizations.

Background

The Town of Brunswick provides many services to its inhabitants while fulfilling its responsibilities as a municipality. Certain non-governmental charitable organizations provide services to members of the public, some of which are similar to the services that the Town of Brunswick could provide in accordance with Maine law. The Town of Brunswick, acting through the Brunswick Town Council, establishes the following policy under which the Town might provide funds to certain non-governmental charitable organizations:

Social Services Committee

Committee Composition: The committee shall consist of five (5) members. Three (3) shall be Town Councilors, appointed for annual terms. Two shall be (2) citizen members appointed to two-year staggered terms.

Committee Responsibilities: The committee has the following responsibilities:

- administer this policy and make recommendations regarding amendments to the policy;
- develop and administer any procedures consistent with this policy as necessary to meet the goals of this policy;
- receive and review funding requests made pursuant to this policy;
- recommend grant amounts to the town council to be awarded to eligible organizations.

Definitions

Charitable Organization: A non-government, non-profit organization, determined to be tax exempt by the Internal Revenue Service under section 501 (c)(3) of the United States Internal Revenue Code, that provides goods and services at low cost or no cost to Recipients (as defined herein).

Basic Needs: food, shelter, clothing, transportation, health, & safety related needs.

Distributions: Goods and services which a Charitable Organization provides to Recipients.

Recipient: A person who receives Distributions from a Charitable Organization.

Year: A Charitable Organization's fiscal year.

Adopted by Town Council: 04/04/16

Amended by Town Council: 9/3/24

Eligibility

To apply for and receive funding from the Town, a Charitable Organization must meet the definition as defined herein and must at all times be qualified as a 501(c)(3) organization under the United States Internal Revenue Code, and must provide the Town with proof of such qualification with each application to the Town for grant funds. Loss of eligibility will render an applicant ineligible for funding and from receiving grant award payments.

Further, to apply for and receive funding, a Charitable Organization must demonstrate to the satisfaction of the Social Services Committee that in each Year:

The funds awarded to Charitable Organizations will be utilized to support the Basic Needs of Brunswick residents. The applicant should demonstrate the clear impact of Distributions provided to Brunswick residents.

A Charitable Organization that receives funding from the town through the regular budgeting process or through town government committees are not eligible for funding in the same Year.

A Charitable Organization shall not discriminate in any way either for or against any Recipient due to actual or perceived sex, gender identity, race, ethnicity, sexual orientation, disability, socioeconomic status, age, religion, national origin, citizenship status, criminal record, or veteran status of that Recipient.

The Social Services Committee shall make all determinations regarding an applicant's eligibility, and the Committee's determination shall be final.

Applications

A Charitable Organization must submit a timely application deemed complete by the Social Services Committee. A complete application shall include the prescribed form of application as well as all additional submissions required by this policy. The application must be certified by the Charitable Organization's chief executive to be true and complete. Further, the applicant statement shall include an agreement to fully indemnify and defend the Town against any liability that might arise out of the Charitable Organization's activities. The application shall be accompanied by the Charitable Organization's:

- Proof of 501c3 status List of Board Member and Officers
- Most recent Financial Statement (audited if available)
- An Approved Annual Budget
- Certificate of Insurance (general liability minimum of \$1,000,000)

All applications for funding must be received by the Town by the date prescribed by this policy and deemed to be complete by the Social Services Committee. Late or incomplete applications will not be considered, and the applicant will be deemed ineligible for funding. The Social Services Committee's determination of an application's completeness shall be final.

Applicants should be aware that documents submitted to the Town of Brunswick shall be deemed public

documents under Maine's Freedom of Access Act and shall be available for public inspection and copying. It shall not submit any materials that could identify, or lead to the identification of, any individual that applied for or received assistance from the Charitable Organization.

Awards

The Social Services Committee shall establish procedures for evaluating applications, including developing a basic rubric with categories of qualifying attributes. The Social Services Committee shall make funding level recommendations for each applicant, including any recommendation that an organization not be funded. These recommendations shall not prevent individual Councilors from making his or her own recommendations when approving awards. However, the Council will not entertain funding proposals from Charitable Organizations that did not submit a complete and timely application under this policy.

The Town Council shall not be obligated to disburse all funds made available in the adopted budget. The Town Council may, at any time, in the sole exercise of its discretion, remove in whole or in part funds that may have been previously approved as to any Charitable Organization. Funding may be withdrawn due to budgetary constraints, failure to maintain eligibility, or for any other reason the Town Council deems appropriate. The amount of funds, if any, to be disbursed shall be at the sole discretion of the Town Council.

Grant payments to Charitable Organizations shall be made within 30-days after Town Council approval.

The Town of Brunswick may suspend funding, including any unexpended commitments, to any Charitable Organization that loses its eligibility under this policy. Further, the Town may, at its discretion, seek to recover funds granted to an organization deemed ineligible.

Calendar

<u>Activity</u>	<u>Date</u>
Appointment of Town Councilors to the Social Services Committee	January
Social Services Committee Consults Town Manager on Funding (in total)	February
Town Council approves funding in budget	May
Application Period Opens	July 1
Application Period Closes	August 31
Social Services Committee Reviews Applications	September
Social Services Committee Recommendation to Town Council	October

Prior to the Manager's presentation of the municipal departments' budget requests, the Social Services Committee shall consult with the Town Manager on the aggregate amount of funds to be budgeted for disbursement to all Charitable Organizations in the upcoming fiscal year of the Town. The total amount to be available for distribution shall be determined in the deliberation and approval of the Town's annual budget.