TOWN OF WAYNE, MAINE
POLICY FOR DONATIONS TO NOT-FOR-PROFIT AGENCIES

Purpose: The purpose of this policy is to set forth a written procedure for managing not-for-profit agencies' requests to be included in the Town's budget or to be placed on the Annual Town Meeting Warrant.

Exclusions: Dues to municipal-related organizations such as MMA or KVCOG are excluded from this policy. Organizations providing what are generally regarded as municipal services or services complementing Town of Wayne services or activities are excluded from this policy. Also, excluded are requests for small donations associated with a not-for-profits' fund raiser. (This exclusion for small donations does not imply the Board of Selectmen will approve any such requests for donations.)

Definition: *Not-for-profit agency* (agencies) shall mean an organization legally incorporated as a not-for-profit agency pursuant to Federal Internal Revenue Service regulations.

Policy:

A. The Town Manager will mail out a notice to remind all not-for-profit agencies (who received funding from the prior year) of the procedure to apply for financial assistance by the Town of Wayne at the end of November.

B. Any not-for-profit agency (agencies) wishing to apply for financial assistance must submit their letter requesting financial assistance by the first of January. Each application for financial assistance must include the following:

- Description of services provided to Wayne residents;
- Number of Wayne residents served by the not-for-profit agency (agencies) the previous year;
- Cost of these services provided to Wayne residents;
- Latest financial statement (Profit/ Loss Statement and/ or Balance Sheet);
- IRS letter of determination providing evidence that the not-for-profit agency (agencies) is recognized by the IRS as tax-exempt under IRS Code;

C. The Board of Selectmen will afford an opportunity to any not-for-profit agency (agencies) who submitted a complete and timely application to attend a meeting of the Selectmen to address questions or concerns of the Board and/ or residents in February and/ or March.

D. Both the Budget Committee and the Board of Selectmen will evaluate each not-for-profit agency's request for financial assistance for completeness, timeliness, able to demonstrate financial need, and service to Wayne residents.

E. Any agency wishing to make a presentation at Annual Town Meeting should contact the Town Manager's Office prior to Annual Town Meeting in June. After Annual Town Meeting the Town Manager shall notify all not-for-profit agency (agencies).

F. Any not-for-profit agency (agencies) receiving funding through this policy must submit a written report for the Town of Wayne Annual Town Report. This report must be for the fiscal year (July 1 - June 30) in which the donation was made. The report must be submitted to the Town Manager's Office with application for financial assistance by then October after the fiscal year ends.

F. The Town of Wayne will make payment to all Town Meeting approved financial requests by the end of December.

OLICY FOR DONATIONS TO NOT-FOR-PROFIT AGENCIES ADOPTED BY THE BOARD OF SELECTMEN ON JULY 30, 2013 BY:

Gary Kenny

Carroll Paradis

Stephen Saunders

Stephanie Haines

Peter Ault

Attest:
Aaron Chrostowsky, Town Manager

Last Updated: 7/2013