

**Town of Peacham
79 Church Street
P.O. Box 244
Peacham, VT 05862**

**Guidelines for Non-Profit Organizations
Seeking Special Appropriations at Peacham's Town Meeting**

- 1) If you received a special appropriation from Peacham in the previous year and you are requesting the same amount, please submit a **LETTER TO THE PEACHAM TOWN CLERK BY DECEMBER 5, containing** the following information:
 - a. Your organization's name, address, telephone number, email address, and website;
 - b. Your executive director's name and contact information;
 - c. A brief description of the services your organization provides to Peacham residents;
 - d. An estimate of the number of Peacham residents you serve annually;
 - e. The exact amount you are requesting from the Town of Peacham.

- 2) If you did not receive a special appropriation from Peacham in the previous year, or if you are requesting an increased appropriation, in addition to the above, you must submit a petition, signed by at least 5% of Peacham voters (signature, printed name, and Peacham address; number of signatures required available from Town Clerk) and stating the nature and amount of your request. All petition forms must be received by the Peacham Town Clerk no later than 47 days prior to Town Meeting.

- 3) The Peacham Selectboard reviews all requests for compliance with these rules. Additional information that is useful to the Selectboard's review may include:
 - a. Your most recent Annual Report, if you produce one;
 - b. Financial information about your organization such as a current budget and/or audited or unaudited financial statements;
 - c. A listing of the members of your Board of Directors and key staff;
 - d. A list of Peacham residents who serve on your Board, your staff, or your corps of volunteers.
 - e. Please do not send marketing or fundraising materials for your organization.

- 4) We also recommend that you identify Peacham residents prepared to speak at Town Meeting on your organization's behalf.

- 5) Please send your materials to the PEACHAM TOWN CLERK at the address above, email is allowed.

Thank you for following these guidelines and for your service to Peacham.