

Human Services Review Committee – Town of Brattleboro
Revised 10/1/20

Purpose: To review human service funding requests from nonprofit organizations that serve the needs of Brattleboro residents and recommends appropriations to be voted into the Town Budget at annual Representative Town Meeting (Town Meeting).

Reporting: Members of the Human Services Review Committee are appointed by Town Meeting. Town Meeting formally established the Human Services Review Committee on March 23, 2019, with members of the committee appointed by the Town Moderator for FY20, and thereafter elected at Town Meeting, with the authority of the Town Moderator to fill vacancies throughout the year.

Policies & Procedures:

- Any private non-profit organization that provides human services for residents of Brattleboro on a nondiscriminatory basis may apply to receive funding from the Town. Organizations may apply every year.
- Organizations may ask for support for general operating expenses or for a specific purpose or project.
- Funding for approved requests will be disbursed in a lump sum after July 1.
- If an organization operates county-wide, regionally, or statewide, they must give specifics about their operations that serve Brattleboro residents.
- If an organization do not provide this level of detail, the Committee will consider the application unresponsive and will not recommend funding.
- If the Committee has questions about an application, they may contact the organization by email or phone, and/or they may ask the organization to make a presentation to the Committee.
- The Committee reserves the right to deny funding for a request if the application is late, incomplete, or unresponsive to the questions.
- Applicant organizations will be informed of the Committee's recommendations via the Town Report. Copies of the Report are available at the Municipal Center just before the Town Meeting.
- It is at the Committee's discretion to recommend no, partial or full funding of each request, based on a thorough review of each application, scoring, and discussion.
- Applications will be reviewed and funding decisions made based on the quality of the information provided, the extent to which the applicant shows how much they do, how well they do it, and if anyone in Brattleboro is better off because of their work.
- The Committee may ask for applications in any given year that focus on specific community issues of note, i.e. substance use and prevention, homelessness, food insecurity, the elderly, adolescent health and wellbeing, LGBTQ support and safety issues, social justice. If applicable, this focus will be identified in the application materials and application information session.
- The Committee reserves the right to set a per application funding cap.
- The Committee will recommend an overall amount to fund to the Town Meeting based on the grant review process; this amount may be based on 1% of the prior year's town budget.
- Committee members with conflicts of interest will abstain from reviewing/scoring or discussing the application with which they have a conflict.