

Internal Document for Town Council Guidance

Current procedure for Budget Requests from any and all entities as of 2025 Mar

1. Organization, Business or Committee submits a request for funding through the application. Ideally this is submitted prior to the March budget meeting by Town Council. If a large request comes in after Mar 1., then a budget revision may be needed depending on request amount.
***an allocation of funds during budget creation does not constitute an approval for monies or an event. No requests from individuals will be accepted. Individuals are encouraged to partner with an entity as defined above.
2. Organization must request to be placed on the agenda to specifically ask the Town Council to approve the spending of funds for their request. Organization should present a detailed budget with itemized spreadsheet along with their presentation. This should be done no less than 60 days and 2 Town Council meetings prior to the event. No special meetings for last minute requests.
3. Town Council decides on approval and amount.
4. Organization submits a final budget closer to the event not to go over the Town Council approved amount. This does not require an appearance before Council. Budget can be submitted to Town Admin.

5a. Town owned event: council will approve either a blanket amount or an up-to amount. Town admin will handle all spending of verified funds (ex: materials)

5b. County or State entity: council will approve an amount requested based on ask or need basis. Funds will be dispersed in full to entity upon approval.

5c. All other organization or businesses: council will approve blanket or up-to amount based on highly detailed budget request. Council does not have to approve the full request; council may only approve specific line-items. Funds will be dispersed upon approval. If all funds are not used, then remaining goes into organization's coffers. Town does not request refunds. No reimbursements to organization will be made for any reason.

***Town may request contingencies in exchange for funds dispersed. Ex: "sponsored by" on marketing materials, withholding of funds until organization shows proof of full amount of monies for event or request, etc.