

Dear Service Organization Representative:

The Town of Shaftsbury's fiscal year ended 30 June 2018 and the Auditors are gathering information for the 2019 Town Meeting Annual Report about last year's Community Appropriations. **Please submit your report of activities and accomplishment of the past fiscal year by 1 December 2018.** This report is required if you are requesting an appropriation again this year.

Our voters appreciate a report explaining specifically how the appropriation you received has impacted the residents of Shaftsbury.

Please submit your report via email to mcichanowski@shaftsburyvt.gov with subject line "Community Appropriation" and your organization name. The report should be in editable text that can be copied and pasted, in the body of the email or as an attachment in Microsoft Word or text file format. Scanned images will not be accepted.

If you are requesting funding again this year, please submit the "Community Appropriation Application" form which is attached and available at shaftsburyvt.gov. This application should also be sent to mcichanowski@shaftsburyvt.gov, again with subject line "Community Appropriation" and your organization name. **Deadline for requesting an appropriation for next fiscal year is 1 December 2018.**

You may request an appearance before the Selectboard to discuss your appropriation request. This should be scheduled with the Town Administrator during budget season in November or December. The Selectboard has discretion to approve, deny or modify your request to appear on the ballot.

Alternatively, you can get your appropriation request on the ballot by submitting a petition signed by 5% of voters (about 150). Such petitions must be submitted to the Town Clerk before 24 January 2019 (approximately). Such petitions may be submitted instead of applying to the Selectboard, or subsequent to a denial or modification by the Selectboard.

Be aware that it is the voters of Shaftsbury who ultimately decided whether an appropriation is made when they vote by Australian ballot on election day, 5 March 2019.

If you have questions, please contact the Town Administrator David Kiernan at 802 442 4038.

Thank you for your cooperation.