



Town of Jaffrey
10 Goodnow Street
Jaffrey, NH 03452
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Select Board
Franklin W. Sterling, Jr., Chair
John E. Belletete
Kevin Chamberlain

www.townofjaffrey.com

August 25, 2023

To Whom it May Concern,

The process for providing municipal appropriations to social service agencies changed in 2023 and we no longer utilize the petition warrant article process. The Town of Jaffrey changed the process in the effort to reduce the number of meetings and hearings the agencies are expected to attend (Budget Committee, Budget Committee Public Hearing, Town Meeting), reduce Town Meeting warrant articles, and provide an opportunity for the Select Board and Budget Committee to vet each agency request with the respective agency.

The 2024 funding process will proceed in the same manner:

- A completed funding application form must be submitted by the agency no later than the deadline of October 27, 2023. Agencies submitting late or incomplete funding applications will not be considered as part of the Municipal Funding Application Process (regardless of when their request to be considered and/or an application form was received).
- Regardless of previous history of funding or non-funding, an application will be required of all agencies seeking funding in a particular budget year, and each application and supporting financials will be reviewed carefully each year.
- All social service agency funding applications in their entirety will be presented to the Select Board's Social Services Budget Subcommittee.
- Representatives from all of the social service agencies requesting funding will be invited to attend a meeting with the Social Services Budget Subcommittee on November 8 or 9, 2023 to discuss their application and answer questions from committee members.
- The Social Services Budget Subcommittee will make an initial determination as to whether the agency is eligible for a municipal appropriation. If yes, Town staff will include the agency's funding request into the proposed municipal budget. If no, the request will not be factored into the proposed municipal budget presented to the Select Board.
- If the Budget Committee deems it necessary, the agency would be invited to attend their meeting on January 16, 2024. A remote meeting may be arranged for your convenience.

Social services appropriation requests should clearly demonstrate that the agency provides a critical service to Jaffrey residents that the Town would otherwise need to cover through either providing these services itself, or as a municipal welfare function. As a broad guideline, the municipal welfare function will be defined as providing the basic necessities of life that an individual, for whatever reason, is unable to pay for.

The Town of Jaffrey prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status.
The Town of Jaffrey is an equal opportunity employer.

To demonstrate eligibility for a municipal appropriation from the Town of Jaffrey, requesting agencies will be required to address the following criteria as part of their application for funding:

1. The agency serves a core group of Jaffrey residents;
2. The agency provides a service that the Town of Jaffrey would otherwise be obligated to provide either directly as a Town service or would need to pay for through its municipal welfare function;
3. The services provided by the agency directly or indirectly reduce Town expenditures;
4. The agency must clearly demonstrate a financial need;
5. The services provided by the agency demonstrably enhance the quality of life in the Jaffrey community; and
6. Neighboring communities in the region are requested to provide funding to the agency on a basis similar to Jaffrey.

Enclosed you will find a Request for Funding for Social Agencies form. All requests for funding must either include this application completed by your key contact person, or must be in the form of a narrative that follows the same format. An electronic version is available at www.townofjaffrey.com.

Please contact me at (603) 532-7880 x100 or jzola@townofjaffrey.com to make an appointment with the Social Services Budget Subcommittee on November 8th or 9th.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Judy Zola

Judith A. Zola
Administrative Assistant

Town of Jaffrey
Request for Funding for Social Service Agencies
for the FY 2024 Budget Year (January – December)

Name of Organization _____

Requesting Funding: _____

Organization's Fiscal Year (for example: Jan 1 – Dec 31 or Jul 1 – June 30): _____

Key Contact Person: _____

Mailing Address: _____

Telephone Number: _____ E-mail address: _____

I prefer that you use the following methods to contact me: E-Mail Phone U.S. Mail

1. Attach a description of the organization outlining its mission, the specific programs provided, and who is served.
2. Attach a copy of the most recent reviewed financial statements of the organization. If audited financial statements are not available, attach unaudited financial statements with an explanation of why audited statements are not available.
3. The specific amount of funding requested from the Town of Jaffrey is: \$ _____
4. Describe how these funds will be used (attach statement if additional space is required):

5. Does the organization request funding from other municipalities? YES NO
If yes, list the other Towns or Cities providing funding, the amount of funding requested and the amount of funding provided:

Name of Town or City	FY2023 Requested	FY2023 Received	FY2024 Requested

6. Please provide the past five years' funding received from the Town of Jaffrey

2019	2020	2021	2022	2023

Is the 2024 request an increase from the previous year?

YES NO

If yes, please explain the reasons for the increased funding request:

7. Does the organization provide services to Jaffrey residents?

YES NO

If yes, please provide information in the table below on the number of Jaffrey residents relative to the total number of clients served. This information should be made available for each category of services or programs provided to Jaffrey residents. If the size of the table below is not adequate, please provide an attachment with this information.

If you are unable to provide this information, please (a) attach a statement detailing why this information is not available; and (b) provide a statement on how your organization directly benefits the citizens of the Town of Jaffrey.

Program #1 Description:	Clients Served 2 Years Ago	Last Year's Clients Served	This Year's Clients Served
Residents of Jaffrey			
Total Clients Served			
Program #2 Description:	Clients Served 2 Years Ago	Last Year's Clients Served	This Year's Clients Served
Residents of Jaffrey			
Total Clients Served			
Program #3 Description:	Clients Served 2 Years Ago	Last Year's Clients Served	This Year's Clients Served
Residents of Jaffrey			
Total Clients Served			

For your application to be considered complete, please respond fully to the following questions:

8. Does the level of funding you are requesting from the Town of Jaffrey relate to the actual services provided to the residents of Jaffrey? If so, please describe how you arrive at the amount of funding you are requesting from the Town of Jaffrey. (Attach statement if additional space is required):

9. Is the level of funding relative to the level of service provided to Jaffrey residents commensurate with the level of funding and level of service provided to other communities? If not, why not? (Attach statement if additional space is required):

10. What would be the impact to Jaffrey residents if the services provided by your organization were not available? (Attach statement if additional space is required):

For your organization's funding request to be considered, **complete** applications must be received no later than Friday, October 27, 2023. Applications should be mailed or delivered to:

Judy Zola
Town of Jaffrey
10 Goodnow Street
Jaffrey, NH 03452

or via e-mail to jzola@townofjaffrey.com