

## **Town of Poland Procedure for Charitable Requests**

The following procedure has been adopted for charitable requests:

- Charitable requests will require an applicant to complete the charitable request questionnaire and appear before the Select Board to brief their request. Questionnaires are included with this procedure or may be obtained from the Town Clerk at 1231 Maine Street, Poland ME 04274 or by calling 207-998-4601.
- Any organization is eligible to apply. However, those groups and organizations that do business or are under contract with the town are not eligible to apply.
- The Town Clerk must receive completed charitable request questionnaires no later than the close of business on the last Wednesday in November. This is to allow your request to be included in the Select Board meeting packet for consideration at one of their December meetings.
- Charitable request applicants must appear before the Select Board at one of the two Select Board meetings in December. The Select Board normally meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. Meeting dates may be obtained by visiting the town web site at <https://www.polandtownoffice.org/> or contacting the Town Clerk at 1231 Maine Street, Poland ME 04274 or by calling 207-998-4601.
- Complying with the aforementioned does not guarantee funding.

## **Charitable Request Questionnaire**

**Name of organization.**

**Amount requested.**

**What does your organization do?**

**How will you use these funds, if awarded?**

**How will this funding help Poland residents?**

**What has your organization done in the past year to benefit Poland residents?**