**Town of Newcastle**
**Provider Agency Funding Request Policy**

**Purpose:**

To establish a policy of the Select Board of Newcastle for the consideration of public funding requests from non-profit organizations (Provider Agencies)

**Policy Overview:**

Funding requests from Provider Agencies are categorized into three tiers, depending on the organization's funding history and the amount requested.

Tier 1 – New or Inactive Requests

A request from a new Provider Agency, or one that has not received Town funding in more than two years, shall be vetted in one of two ways:

1) The Provider Agency may opt to submit a formal petition to the Town Clerk, with collected signatures from Newcastle residents.
    a) The total number of verified signatures shall not be less than 10% of the number of Newcastle voters who participated in the last gubernatorial election as required by 30-A M.R.S. §2522, and
    b) the petition must be notarized, and
    c) shall be submitted to the Town Clerk or Deputy Town Clerk no later than 4:30pm on the last business day in December, and
    d) if petition is verified by the Town Clerk, then
    e) the funding request shall be placed on the Annual Town Warrant as a separate article.
2) The Provider Agency may instead opt to provide a written request to the Select Board, submitted to the Town Clerk or Deputy Town Clerk no later than 4:30pm on the last business day of January for their consideration to include in the Annual Town Warrant, however,
    a) an agent or representative from the Provider Agency shall present the required materials at a scheduled budget meeting of the Select Board, and
    b) the Select Board reserves the right to publicly discuss and debate the merits of the funding request, modify the requested amount, or by majority vote of the Board determine not to include the request on the Annual Town Warrant.

Tier 2 – Requests Up to the Annual Social Security COLA

If a current Provider Agency is requesting an increase not greater than the annual Social Security Cost of Living Adjustment (COLA)—as published in October for the upcoming year—the agency must:

- Submit a written letter that includes the organization's name, address, and requested funding amount.
- The agency is not required to attend a budget workshop.
- The funding request will still require appropriation by voters at Town Meeting.

Tier 3 – Requests Exceeding the COLA or Greater of $1,000

If a current Provider Agency requests an increase greater than the annual COLA or more than $1,000, whichever is higher:

- Submit a written letter that includes the organization's name, address, and requested funding amount.
- The agency must attend a budget workshop meeting with the Select Board.
- If the Select Board approves the request, it will then be forwarded for appropriation by the voters at Town Meeting.

## Required Submission Materials

Each funding request must include the following:

- Financial Information: A profit and loss statement, current funding sources, and operational budget.
- Mission and Objectives: A copy of the organization's mission statement or goals and objectives for the upcoming year.
- Community Impact: A statement of the number of Newcastle residents served during the previous year.

## Additional Provisions

- The Select Board may require a Provider Agency representative to attend a scheduled budget meeting or public hearing.
- Funding requests missing any required information will not be considered.
- If a Provider Agency fails to comply with this policy's requirements, any future requests during subsequent budget cycles will require a new petition under Tier 1.

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**Enactment:**

This policy will be implemented upon a majority vote of the Select Board. Any future change or amendment to the policy will also require a majority vote by the Select Board.

Date of Adoption: 11/10/2025

Tor Glendinning, Chair _____

Thomas Kostenbader, Vice Chair _____

Karen Paz _____

Rufus Percy _____

Ben Frey _____

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Preamble
Legislative History:
04-26-2010 - Town Appropriation Request Policy
10-14-2025 - Provider Agency Funding Request Policy Adopted
10-14-2025 - Town Appropriation Request Policy Repealed
11-10-2025 - Provider Agency Funding Request Policy Amended