## Woodstock EDC Community Projects – Endorsement and Funding Guidelines

Approved 10/28/2015

In March of 2015, Woodstock Town Voters approved a 1% Local Options Tax to promote Woodstock to potential visitors, residents and businesses as well as fund community projects that benefit the community. The tax revenues, received on a quarterly basis starting in November of 2015, accrue to the Woodstock Community and Economic Development Fund to be administered by the Woodstock Economic Development Commission with the approval of the Woodstock Selectboard.

The purpose of this document is to establish the application and approval process for projects under consideration.

The Woodstock Economic Development Commission may initiate, or be asked to support, projects that have no immediate *financial* commitment but still require the time and energy of the commission. Such initiatives are subject to the same review process to ensure that the activities align with the organization's mission and strategic objectives.

Will the proposed project:

a. Improve the quality of life for all residents and visitors?
b. Enhance the beauty of the town?
c. Contribute to the economic vitality of the town?
d. Attract new residents?

If the proposed project requires funding and a request has been submitted to the EDC for funding:

a. Can it be funded by the apportioned Projects funding within the Community and Development Fund?
b. Are there other sources of funding for the initial project cost?
c. Will the funding request leverage other sources of funding (grants, matching donations, etc…)
d. Are there any future expenses associated with the project? What are the sources of funding for those expenses?
e. Are there assurances that the project will be adequately funded, now and in the future?
f. Does the project align with the strategic objectives of the EDC?

1. All Event Grant applications MUST demonstrate how the event will directly and financially benefit the Town of Woodstock.

2. Eligible Organizations

- Government divisions of the Town of Woodstock and the Village of Woodstock.
- Non-profit groups domiciled in Woodstock, VT.

- Civic and business associations (Rotary, Chamber of Commerce, Woodworkers Guild, etc.)
- Private businesses.

3. Ineligible Organizations
    - Organizations that discriminate because of race, color, creed, gender, sexual preference, national origin or limited participation.
    - Political organizations, candidates for political office, and organizations whose primary purpose is to influence legislation.
    - Churches or related groups with proposals that promote religion or an individual doctrine.

4. Eligible Purposes
Those projects that support the mission and help reach the strategic objectives of the Economic Development Commission.

5. Ineligible Purposes (including but not limited to):
Those efforts that do not support the mission and strategic objectives of the Economic Development Commission.

Actual award will be contingent upon:

a. Number of applications received

b. Quality of grant applications as judged by EDC Project Sponsorship Rubric. c. Available funds

6. Recognition of the Town of Woodstock MUST be included in all related public relations activities. (include Appendix reference to Woodstock logo usage guidelines)

7. Insurance Requirements: The Project Sponsor must provide adequate insurance to cover potential liabilities arising from the project, naming the Town of Woodstock as an additionally insured party.

8. Sponsor will use local businesses whenever possible.

Application Guidelines
1. Grant applications and instructions are located on the Town of Woodstock website.
2. The application must be fully completed to be eligible for consideration.
3. Grant applications MUST be submitted to the EDC prior to or within the grant funding cycle for which the project is scheduled to commence. The initial grant awards cycle will be for projects to begin during the 6 months ending 6/30/2016. The grant applications for this funding cycle are due 12/15/2015.
4. Grant applications must specifically state all expenditures for which the grant is intended.
5. Grant monies awarded may only be used for expenditures specifically approved by the Selectboard.