

VILLAGE OF MORRISVILLE

Policy Name:	Special Projects Fund	Department:	Village Trustees
Policy Number:		Version:	
Date Authorized by Village Trustees	February 6, 2019	Authorized Signature & Title	

HISTORY. At various Annual Village meetings, voters have approved Articles that, in addition to the grand list tax rates, have raised tax dollars for special projects in or for the benefit of the Village.

POLICY. Organizations, individuals, or the Village itself can make funding requests for proposed Special Projects. The Village Trustees are charged with evaluation of proposals and determining which are funded at their sole discretion.

GUIDELINES. The following serve as guidelines for the Special Projects Fund:

1. At the end of each fiscal year, but no later than the first Monday of April of the succeeding year, the Village Trustees will review the balance of the Special Projects fund.
2. At the Annual Village Meeting held the second Monday in April each year, Village voters have approved, and in the future may approve, Special Projects Fund dollars.
3. After the Annual Village Meeting, if funds are available for projects, the Manager will post a Notice in the locations listed below informing the public that funds are available and applications for projects will be accepted. If funds are not available, no communication with the general public will be made. Locations for the Notice to include at a minimum:
 - the Village Office;
 - the Town Office;
 - the local newspaper; and
 - Front Porch Forum email list-serve.
4. Request for funds shall be made to the Village Trustees in writing. Adequate detail must be provided in order for the Trustees to ascertain the suitability of providing funding for the proposed project.
5. The Trustees will approve or disapprove projects for funding as requests are received. The General Manager will respond to all requests on behalf of the Trustees on the first day following the Trustee meeting during which projects were approved or disapproved.

6. Projects are expected to be completed prior to December 31 of the current calendar year that the award is received. Projects not completed before December 15 run the risk of not being reimbursed unless there were unforeseen circumstances as determined at the sole discretion of the Village Trustees.
7. In November, The Village Clerk will collect any funds that may have been approved by Village voters under Article 5 of the Village Annual meeting.
8. Reimbursement for projects will only be made after Village Taxes have been collected in November, unless subject to (13) below.
9. Payment will be made either directly to qualified vendors, or as reimbursement to individuals or organizations, following satisfactory completion of the project and satisfactory documentation of expenses.
10. General guidelines for Special Project requests are: beautification; recreation; safety; business promotion and general environmental projects. Special Projects may be above and beyond those than can be reimbursed by the Amy Wade fund. Examples include, but are not limited to: flowers; trees; VAST trail maintenance; cross walk signs and other pedestrian improvements; downtown and business informational signs; and recycling containers.
11. The following guidelines apply to projects that consist of individual tree or shrub planting projects on residents' private property:
 - a. Each 911 address can apply every other year.
 - b. Tree planting has to be a native species of tree or shrub with a high survival rate.
 - c. The award amount will not exceed \$75 per address.
 - d. Trees cannot be planted in any electric, water, or sewer right of way.
 - e. Individuals need to provide a photo of tree in final location, including home, road or other landmark for visual verification.
 - f. Individuals must provide the Trustees with a copy of purchase invoice.
 - g. All trees or plants must be purchased from a nursery in Lamoille County.
 - h. The Trustees will consider a reasonable number of grants per year based upon number of requests received and funds available.
 - i. Projects need to be completed by December 15 of each year.
12. The Amy Wade Fund, a separate fund, is governed by a separate Policy.
13. The Village of Morrisville Water or Sewer Dept. may, at its sole discretion, provide advance reimbursement of completed projects prior to November.

However, such advance reimbursement will be on a case-by-case basis and only as authorized by the Village Trustees.

The Village Trustees will review this policy from time to time, and revise it as they deem appropriate.

Special Project Fund Time Line	
Jan	
Feb	
Mar	Amount of Dollars Available Determined for Amy Wade Fund for the year.
Apr	Amount of dollars (if any) determined for the Special Project fund per Village Annual Meeting Article plus rollover dollars from prior year. Warn availability of funds (if any).
May	Start to Accept Applications
Jun	Approve Project Requests starting with the First Trustees Meeting of June Continue to accept and approve project requests for unspent funds Project Work – May 15 to Dec. 15
Jul	↓
Aug	↓
Sep	↓
Oct	↓
Nov	↓
	Collect tax monies. Reimburse Approved Completed Projects.
	Projects complete by December 15.
Dec	Close out all projects – Funds not spent returned to Fund Balance December 31.
	Approved Projects will be reimbursed only upon completion and proper documentation of costs.