



# TOWN OF PORTSMOUTH

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## Town of Portsmouth Civic Support Program – Information, Purpose, & Requirements

### **Information**

During preparation of the Town's fiscal year budget, applications for the Civic Support program are accepted by the Town's Finance Department for eventual presentation before the Town Council at an open public meeting. Previous funding or inaction on the Town Council's part does not guarantee current or future funding or inaction on any Civic Support request. Funding of Civic Support is then incorporated into the Town's fiscal year budget.

### **Purpose**

The purpose of the Civic Support program is to fund projects or programs of non-profit civic organizations which primarily benefit residents of the Town of Portsmouth. To be eligible, organizations or projects must primarily serve the residents of the Town of Portsmouth, Aquidneck Island, or Newport County.

### **Program Requirements**

1. Each request for funding must be submitted on the Portsmouth Civic Support Request form, available at <https://www.portsmouthri.com/DocumentCenter/View/3382/CIVIC-Support-Request-Form-Fill-in-Form>.
2. All requests **must** be accompanied by:
  - Proof of the agency's 501c(3) tax-exempt status\*
  - Agency's current and proposed annual budget
  - Agency's latest year-end audited financial statement (or equivalent document)

*\*Organizations that do not have a 501c(3) status must provide documentation that identifies the status under which they operate.*

### **Authorization and Submission**

Applications must be signed by an authorized officer of the organization and sent to the Town's Finance Office at the address indicated on the Town's Civic Support Request form by the submission due date.

### **Notice by Town**

The Town will notify all prior year applicants, regardless of funding status, of when applications for Civic Support are being accepted by the Town for the upcoming budget season and when submission is due.

Although the Town does not actively solicit new requests, it does accept new Civic Support applications during the same submission period only. The "Budgets & Financial Information" page under the Finance Department on the web site will indicate when the Town is accepting Civic Support requests.

**A request for funding will not be considered by the Town Council unless a complete application has been submitted in accordance with the program's requirements.**

### **Prohibited Funding Requests**

- Programs or services that serve primarily non-Portsmouth residents
- Political activities
- Marketing and/or fundraising

### **Additional Information Requests**

Recipients of Civic Support funding may be required to provide project status report(s) to the Finance Director at intervals specified in advance by the Town Council.

***The Town of Portsmouth reserves the right to refuse to fund any or all Civic Support requests for any reason.***