



TOWN OF WOODSTOCK

Annual Budget Request from Outside Agencies

Agency Name: _____ Date _____

Address: _____ Email: _____

Telephone: _____ Fax: _____

Executive Director: _____ Agency Fiscal Year: _____

➔ **Section 1- Funding Request Summary:**

Total Amount of Request: \$ _____

Funds for:

General Operations and Overhead Amount: \$ _____

Existing Program, Identify: _____ Amount: \$ _____

New Program, Identify: _____ Amount: \$ _____

➔ **Section 2- Revenue Summary: (Detail of all sources – use extra space if necessary)**

Revenue Sources	Prior	Current	Requested
Federal: (list)			
State Funds: (list)			
Grafton County:			
Client Fees-Public			
Client Fees-Private:			
USDA-CACFP:			
Municipalities: (total)			
Other:			
Other:			
Other:			
Other:			
Other:			
TOTAL:			

NOTE: Please define initials, acronyms, etc.: _____

→ **Section 3 – Agency Municipal Government Revenue:**

Please list revenues received from Neighboring Communities:

Municipality	Date of Last Application	Prior	Current	Projected/Requested
Bethlehem				
Franconia				
Littleton				
Plymouth				
Thornton				
Waterville Valley				
Lincoln				
TOTAL:				

→ **Section 4 – Agency Budget Overview:**

	Prior Year	Current Year	Projected Year
Total Revenue			
Total Expenses			
Surplus/Deficit			

→ **Section 5 – Audited Financial Report:** Attach one copy of your latest audited financial report.

→ **Section 6 – IRS Form 990, Return of Organization exempt from Income Tax:** Attach one copy of your latest form 990 as submitted to the Department of the Treasury, IRS.

→ **Section 7 – Personnel**

#FTE's	Position / Title	# of hours*	Prior Salary	Current Salary	Proposed Salary
	TOTAL				

→ **Section 8 – Agency/Program General Information, Updates, Service Goals, and Objectives.**

Please attach a document that separately answers the following questions (reference each question by number).

1. Please LIST the agency/program’s mission, goals, and objectives.
2. Describe the program and/or general operations for which you request this money.
3. Break down the monies as to which area they will be used in.
4. Please describe how this agency/program evaluates and measures effectiveness.
5. Describe how and how many (in hours) volunteers this program uses.
6. Describe your program’s efforts re: cooperation and collaboration with other agencies.
7. Describe your program’s target population.
8. Please LIST any major changes in services since your last review. Were changes due to funding cuts, reduction in the program, and increased efficiencies?
9. LIST and describe any major purchases the program plans for next year.
10. LIST past year’s fundraising events and detail amounts received (gross/net), are these events to be held again this year?

→ **Section 9 – Agency/Program Beneficiary Statistics for the Town of Woodstock**

	Prior	Current	Projected
1. Total count of clients			
2. Age Groups			
a. 0 to 5 years			
b. 6 to 17 years			
c. 19 to 61 years			
d. 62 to older			
e. not known			