

Sutton Community Revenue Sharing Guidelines

For 2017/2018 Proposals

In 2018 the Sutton Community Council will distribute \$28,689.00 of Community Revenue Sharing Funds to projects in the community and for the community. In recent years this type of funding has been used for projects in Sutton such as: the Sutton Community Center, Alpine Historical Park improvements, snow Blower for the Sutton Elementary School trails, welcome signs to Sutton, Neighborhood Watch signs, Community Hall improvements, and Sutton Library improvements.

These Guidelines have been developed by the Sutton Community Council Revenue Sharing Committee who will review and rank project proposals and make funding recommendations to the Council. These Guidelines are intended to help community members submit proposals that are well thought out and competitive.

Timeline:

March 30, 2018	Proposal Deadline
April 18, 2018	Revenue Sharing Committee will review and rank proposals and will vote on proposals to fund
May 1, 2018	Notice of grant awards and/or unfunded proposals
June 2018	Award money likely available for selected proposals

We hope that projects will be completed within one year.

Each project proposal requires a **contact person** who will be the primary person responsible for reporting back to the Sutton Community Council. This person must turn in receipts to the Council Treasurer for reimbursement. This person is responsible for accomplishing the project.

We encourage projects to be collaborative efforts with more than one person and/or organization involved. You may submit letters of commitment or support from partners.

Aspects of a proposal that may help a project rank higher:

- Partner(s) (individuals or organizations) that are committed to helping complete the project
- Contact person, lead organization, or partner(s) with qualifications to carry out the project
- Project benefits to a large group of the community or project benefits to a disadvantaged group in the community
- Project fills a community need that is not currently or adequately addressed
- Project benefits that will last a long time
- Project has community support

Reporting Requirements: Original receipts accompanied by a written explanation of the expenses.

Project proposals must be submitted by March 30, 2018 to suttoncommunitycouncil@gmail.com or dropped off at the Sutton Public Library.