

Board Members

Dennis Crowley
John Foresto
Frank Rossi
Glenn Trindade
Maryjane White



*Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 533-3264
Fax (508) 321-4988*

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS

SELECT BOARD

COMMUNITY EVENTS POLICY

Purpose:

This policy shall regulate the manner in which Town funding may be authorized for public events and programs, shall establish the process for requesting funding, and shall delineate who may request said funds.

Authority:

The Medway Select Board shall be responsible for determinations on funding eligibility and, in its sole discretion, shall determine the amount of Town funds that may be authorized for any event or program.

Funding

Limitations:

Funding for any given year shall not exceed the amount appropriated by Town Meeting in the Community Events and Programs budget line or obtained through applicable gifts or grants. Requests shall be reviewed by the Select Board on a first come, first served basis.

Eligibility:

Only Boards and Committees officially established by the Town may seek funding for events and programs from the Community Events and Programs budget. The event for which funding is sought must satisfy a public purpose, the basic test of which is whether the expenditure is required for the general good and benefit of the inhabitants of the Town. (The State's anti-aid amendment prohibits the Town from giving money to an entity, institution, or association that is not publicly owned and under the exclusive control, order and supervision of public officers or public agents authorized by the Commonwealth.)

With the exception of Celebrate Medway Day, the Select Board shall not serve as the "sponsor" for any event to prevent the appearance of a conflict as it relates to its role as the decision maker per this policy.

Any Board or Committee with an appropriated budget must first use those funds prior to seeking funding under this policy.

The Select Board shall require the Board or Committee requesting funds herein to provide matching funds for any authorized program or event.

It shall be established by this policy that Celebrate Medway Day shall be eligible annually for funding herein subject to available appropriation.

Process:

The process for requesting funding is as follows:

- 1) All requests shall be in writing
- 2) All requests shall be submitted to the Select Board not less than ninety (90) days prior the event or program date.
- 3) All requests must identify the following:
 - a) Name of Board or Committee seeking funding
 - b) Names and contact information for event or program organizer(s).
 - c) Date of event or program.
 - d) Time/duration of the event or program.
 - e) Location of the event (the applicant shall be solely responsible for obtaining advanced permission from the Board, Committee, Commission or Agent having care and custody of the desired location/venue of the event or program. This permission must be submitted WITH the funding application. The Select Board cannot use this process to grant permission on Town property that it does not maintain care & custody of).
 - f) Details of the nature of the event or program.
 - g) Amount requested and detailed budget for the event or program, including allocation of costs.
 - h) Signature(s) of Board, Committee, or group chairperson(s) acknowledging and assenting to strict adherence to this policy.
- 4) The Select Board, following staff review of the application for completeness and policy review, shall review the application at its next scheduled meeting. The Board may allow a presentation from the applicant, as well as accept comments from the Community.
- 5) The Select Board shall render a decision at a regularly scheduled meeting within twenty-one (21) days following its initial review.
- 6) If approved, the applicant shall be notified and shall work with the Town Accountant on the process for expending said funds.
- 7) Approval of an application shall not constitute authorization to enter into contracts or otherwise bind the Town in any obligations.
- 8) Any event or program approved for funding shall follow the direction of the Town Accountant relative to procurement, preservation of receipts, award of contracts (if required), and final closeout and auditing requirements. All spending must adhere to all state and local requirements.

Exclusions:

Funding for events or programs shall not be allowed:

- 1) For political or campaign purposes
- 2) For events or programs on private (non-Town-owned) property
- 3) For the rental of devices or equipment that is deemed hazardous
- 4) For personal benefit or any purpose that is a conflict of interest or may serve to give the appearance of a conflict of interest.

Approved: 5/9/2022 Select Board Meeting