



Guidelines for the Town of Mansfield

Non-Profit Gift Fund Committee

1. Grantees must be organized and operated exclusively for charitable purposes, qualifying under the Internal Revenue Code 501 (c) and any municipal division or department of the Town of Mansfield. The organization must currently be in compliance with all state and federal regulations.

The Town shall give weighted preference to the following organizations:

- o Departments of the Town of Mansfield.
- o Not-for-profit organizations exclusively serving Mansfield residents shall receive a higher weighted vote or consideration.
- o Charitable organizations that are locally based in the Town of Mansfield who award funds greater than 70% of their total charitable budget to Mansfield based organizations.
- o Organizations in which the majority of the grantee's board membership is comprised of Mansfield residents and volunteer board reasonably represents the Town of Mansfield or the area served. The board must have primary authority for the organization's policy and fiscal control.

2. Awards will be limited to organizations serving residents from the Town of Mansfield.

3. Grantee organization must be self-supporting and grants will not be awarded to cover routine operating expenses. The purpose of the grants is to provide for special one-time projects not otherwise affordable by the organization.

4. Grants will not be awarded to religious organizations except for non-religious purposes benefiting the general public or the citizens of Mansfield.

5. There must be a specific period of time during which the grant funds will be expended. Funds not spent during this period of time must be returned, although the applicant can apply for an extension which will be considered by the screening committee. Upon completion of the project, the grantee must furnish a report detailing actual expenditures and the results achieved.

6. Matching grants are encouraged.

7. Applications for grants that are not dispersed for lack of funding may be resubmitted.

8. Grants are awarded by a majority vote of the Select Board upon a favorable recommendation from a screening committee of residents who will review all requests and provide the Select Board with a prioritized list of potential grantees who meet the policies and criteria of the program.

9. Awards that are granted to organizations shall denote in communications that funds were gifted by the Town of Mansfield through its non-profit gift fund account.

10. The Non-Profit Gift Fund Committee shall annually coordinate the outreach efforts through the Town Manager's Office.

11. The Non-Profit Gift Fund Committee members shall abstain from any vote in which they may have a conflict of interest.