



# Nonprofit Contribution Policy

## PURPOSE

The purpose of this policy is to guide the City of Milton's allocation of financial resources, contingent on availability of funds and competing priorities, to nonmunicipal organizations primarily using tax levy funding.

## DEFINITIONS

**Contribution:** A contribution is defined as a budgeted monetary allocation that can be used for on-going operational expenses and/or specific projects or events. A contribution is not a contract for services with an outside organization or in-kind services provided by the City. In order to provide transparency, the approved contributions will be reported in a separate section of the annual General Fund Budget.

## ELIGIBILITY

- A. Only those organizations that meet the following criteria are eligible to apply to receive a contribution from the City of Milton:
  - 1. The organization must be a bona fide nonprofit organization that has been in existence for at least six months.
  - 2. Must primarily serve City of Milton residents.
  - 3. The organization provides a community based service, event, program, or project that benefits the greater good of the community.
  
- B. In addition, the request needs to meet the following criteria:
  - 1. The program, activity, or service is one not currently provided by the City of Milton, but is congruent with the Common Council Strategic Plan, Comprehensive Plan, or other planning documents.
    - a. Common Council Strategic Plan – [www.milton-wi.gov/StrategicPlan](http://www.milton-wi.gov/StrategicPlan)
    - b. Comprehensive Plan – [www.milton-wi.gov/ComprehensivePlan](http://www.milton-wi.gov/ComprehensivePlan)
    - c. Goodrich Square Master Plan – [www.milton-wi.gov/GoodrichPlan](http://www.milton-wi.gov/GoodrichPlan)
    - d. Junction Square Master Plan – [www.milton-wi.gov/JunctionPlan](http://www.milton-wi.gov/JunctionPlan)
  - 2. Program, project, and/or event recipients are not limited to the requesting organizations' membership, but rather the entire community.
  - 3. The service, event, program, or project does not advocate a political or religious viewpoint, but rather seeks to address a community need as described in subpart B.1. above.

## PROCESS

The requesting entity will need to complete a new Nonprofit Contribution Request Form and certification of nonprofit status for each year that a request is made. Amounts provided in prior years are subject to change and are not guaranteed in the future. The form must be received by the Finance Director / Treasurer at City Hall (710 S. Janesville Street, Milton, WI 53563) by August 31<sup>st</sup> in any given year to be eligible for funding as of January 1 of the following year. Contributions will be reviewed during the budget process. Only the contributions approved during the budget process will be awarded.

After the form is submitted, the following process will commence:

1. The City Administrator will review all requests and seek input from department heads and other City of Milton staff members, as needed.
2. The City Administrator will provide the requested information to the Common Council at their first meeting in October (first Tuesday of the month) as part of the annual preliminary budget presentation.
3. A representative of the nonprofit organization requesting funds will present to the Common Council at their second meeting in October (third Tuesday of the month).
4. At the first meeting in November (first Tuesday of the month, or first Wednesday if there is an election), the Common Council will make a decision on the nonprofit funding requests contingent on availability of funds and competing priorities.
5. The funding will not be finalized until the budget is officially approved.
6. If approved, the requesting entity will need to submit to the City of Milton pertinent information as determined by the Finance Director / Treasurer prior to being issued payment.



# Nonprofit Contribution Request Form

The following form is required for an organization to receive funding from the City of Milton. Attach additional sheets if necessary. The form is due by August 31<sup>st</sup> to be considered by the Common Council. Funding requests will then be reviewed by the Common Council during their budget meetings, and will be contingent on availability of funds and competing priorities. Those entities awarded funding will then receive the funds after January 1<sup>st</sup> after pertinent information as determined by the Finance Director / Treasurer is submitted to the City of Milton.

## ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_

Organization Contact: \_\_\_\_\_ Employer ID # \_\_\_\_\_

Organization Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Certification of nonprofit status attached.  
Initial Here

## REQUEST

Amount of Request: \_\_\_\_\_

Purpose of Request:

- Service       Event       Programming       Project

Please provide a description of what the contribution will be used for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will your request directly benefit the residents of Milton?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the target audience or beneficiaries that will be affected by the contribution?

---

---

---

---

Does your request fulfill the vision, goals, or strategies set forth in one of the following documents?

- Common Council Strategic Plan – [www.milton-wi.gov/StrategicPlan](http://www.milton-wi.gov/StrategicPlan)
- Comprehensive Plan – [www.milton-wi.gov/ComprehensivePlan](http://www.milton-wi.gov/ComprehensivePlan)
- Goodrich Square Master Plan – [www.milton-wi.gov/GoodrichPlan](http://www.milton-wi.gov/GoodrichPlan)
- Junction Square Master Plan – [www.milton-wi.gov/JunctionPlan](http://www.milton-wi.gov/JunctionPlan)

Please describe how your request connects to one or more of the above documents.

---

---

---

---

How many people will benefit from this request? \_\_\_\_\_

Please explain.

---

---

---

---

\_\_\_\_\_  
Organization Representative Signature

\_\_\_\_\_  
Date